



## Leslie Science & Nature Center Position Description

**Job Title:** Educator

**Reports To:** Program Managers

**Status:** Hourly non-exempt

**Pay Rate:** \$10/hr

### **Purpose & Summary**

Educators primarily implement a wide variety of interpretive and environmental education programs, with opportunities to plan and develop programs. Programs are delivered to audiences of varying ages, and abilities to increase the enjoyment and understanding of the cultural and natural resources of southeast Michigan ecosystems, promote environmental awareness, and foster responsible stewardship. Weekly hours will vary up to 40 per week. Hours are based on scheduled programming and assigned projects. This position works a flexible week including weekends and evenings.

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### **Key Responsibilities**

- Prepare for and deliver high-quality and professional environmental education and interpretive programs in non-traditional and traditional settings including: on-site field trips, off-site outreaches, scout activities, birthday parties, camps and public programs, and some special events.
- Provide good customer service to LSNC visitors and promote our mission.
- Responsible for care and maintenance of program supplies and equipment.
- Obtain attendance numbers, receive fees, and promote programs.
- Maintain cleanliness and safety of program and office spaces.
- Handle and teach with select animals, as defined by the Program Manager, in accordance with LSNC procedures and ethics.
- Ensure safety of site, activities, and participants; report any accidents, injuries, and safety concerns.
- Effectively communicate, coordinate, and build respectful relationships with all members of the LSNC team to ensure overall success of LSNC programming.
- Work in all weather conditions with a positive attitude.
- Attend required training, staff meetings, and events
- Other duties as assigned.

### **Desired Qualifications**

- Bachelors Degree or 2 years experience in environmental education, interpretation, recreation, natural resources, education, or related field is desirable. Previous experience working with youth is a plus.
- Knowledge of Michigan's natural history.
- Ability to effectively communicate with diverse audiences, demonstrated public speaking skills, and ability to communicate with enthusiasm.
- Ability to work quickly, efficiently, multi-task, and be flexible and adaptable on a daily basis.
- A strong and active interest in learning and personal growth, including self assessment and receiving feedback from colleagues.
- The ability to drive LSNC and personal vehicles to get to programs - must have current or valid driver's license.
- Computer literacy on a Microsoft-based platform.
- Good organizational skills.
- Experience and ability to work well independently and in a team environment.

- Certified Interpretive Guide through the National Association for Interpretation.

### **Required Qualifications**

- Must be at least 18 years of age.
- Able to receive a clean criminal background check prior to hire and working with youth.
- Ability to work outside in all weather conditions, walk long distances on uneven ground and lift at least 50 pounds.
- Ability to work in an environment which includes exposure to environmental allergens including but not limited to dust, mold, pollen, live birds, insects, and other animals.
- Educators must submit any time off requests when accepting the position, all approved under the discretion of Program Managers.

### **How to Apply:**

Only online applications including a cover letter, resume, and three references are accepted. Submit your application through the online form: <https://www.lesliesnc.org/educator-application>.