

Title: Summer Education Assistant (seasonal, contract worker, intern)

Hours: 30-35 hours a week average: hourly position. 8:30am-4:00pm, Monday –Friday. Work some Saturdays and occasionally past 5pm for evening programs.

Benefits: Free housing on site; comprehensive and intensive job training, opportunity to gain professional certifications, future support with career growth.

GREAT SUMMER JOB FOR TEACHERS- FLEXIBLE SCHEDULE

Requirements:

Applicant should have completed at least three years of coursework in education, biology, outdoor education, conservation or a related field

Experience teaching or working with children

Desire to work with all age levels of children

Ability to manage time and meet deadlines for projects

Knowledge of natural ecosystems, native wildlife and conservation issues

Computer skills using variety of software

Creative and willing to use different teaching styles

Ability to work well on a team or alone on projects

Possess or be able to obtain CPR and First Aid certification

Flexible and willing to perform all duties as directed including weekend and evening work; ability to handle changes in daily work schedule: weather, student actions, program modifications

Responsibilities:

Plan and present high quality educational programs for children and adults

Creating educational materials for programs

Assisting other education staff as needed

Develop and teach two, week-long summer day camps that meet the mission of the Foundation and follow best practices in the field of environmental education and interpretation

Behave in professional, respectful manner when representing the Foundation

Participate in restoration and trail maintenance

Work on key, individual projects that benefit the department

Help with day to day tasks of the department as assigned or as necessary

General Description: This entry level position allows each person to experience all aspects of the field of environmental education including: scheduling, planning, teacher/parent communications, program development, teaching/presenting programs, evaluation process, exhibit and brochure design, leadership and team building. The role of the Conservation Assistant is not only to help with the day to day functioning of the department but also to learn best practices in this career and improve performance over time spent at the Foundation. The goal set out by the department is to provide opportunities to grow and move on to full-time employment in the field.

Time teaching 75%, time working on related projects 25%

APPLICATIONS ACCEPTED FROM DECEMBER THROUGH APRIL 15TH EACH YEAR.

Send resume' and cover letter to mgroves@mcgrawwildlife.org