

# Grand Traverse Conservation District

## Education Specialist

### Position Description

DATE UPDATED: 12/21/2018

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#### POSITION IDENTIFICATION

Education Specialist; full-time, 40 hours per week; FLSA exempt

#### POSITION SUMMARY

The Education Specialist works in partnership with Grand Traverse Conservation District staff, volunteers and supporters to promote the District's mission by developing, delivering and providing for the ongoing vitality of environmental education programs and exhibits at the Boardman River Nature Center and throughout the community.

The Education Specialist assists with develop and execution of District's environmental education programs at the Boardman River Nature Center and in the communities it serves.

#### RELATIONSHIPS:

Reports to: Education Director, Executive Director

Supervises: Education Intern(s), and volunteers

Works with: Management Team, and collaborates extensively with the Conservation Team

External Stakeholders: Teachers, volunteers, community groups, partner organizations, and others

#### RESPONSIBILITIES AND DUTIES

- Develop and deliver environmental education programs for K-12 students, teachers and the public in a variety of settings;
- Promote environmental programs through media releases, social media, web page articles, appearances on radio, television, etc.;
- Evaluate all programs through formal or informal surveys to determine demand and effectiveness;
- With the oversight of the Education Director, develop and deliver nature based preschool programming;
- With the oversight of the Education Director, assist with implementation of 10-weeks of day camp programming;
- Plan and deliver weekly nature center programming for specialty groups;
- Develop, install and maintain hands-on educational activities and displays in the Boardman River Nature Center exhibit hall; acquire and maintain exhibits;

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- Work in partnership with the GTCD Education Team to enhance the Boardman River Nature Center visitor experience, and identify and expand education programs to serve new audiences throughout the Grand Traverse region;
- Develop and maintain a positive, welcoming and cooperative relationship with Nature Center users, partners and other stakeholders;
- Lead guided nature hikes for people of all ages;
- Assist with retail sales and inventory as needed;
- Assist with planning and delivering of GTCD educational events and presentations that promote natural resource stewardship among the area's youth and adult populations;
- Assist with administrative and other duties as assigned;
- Recruit, train, coordinate, and oversee the stewardship of the District's volunteers;
- Oversee volunteer engagement activities; assist the rest of the organization with designing and implementing volunteer engagement procedures and activities.

### WORKING CONDITIONS

The primary work place is in a typical office setting at the District's office in the Boardman River Nature Center in Traverse City, Michigan. The Education Specialist will occasionally be in the field leading or monitoring guided hikes in surrounding parklands. This may involve traversing uneven, boggy and submerged terrain in wide ranges of air temperatures and weather.

### REQUIRED KNOWLEDGE AND EXPERIENCE

**EDUCATION:** Bachelor's degree preferred in natural history or environmental education, interpretation, education or related field.

**EXPERIENCE:** Proven experience in interpretation, program development and delivery, and/or classroom management.

### **ABILITIES:**

- Exceptional organization and presentation skills;
- Excellent oral, telephonic and written communication skills;
- Excellent social and interpersonal skills, be a team player, and relate positively with people of different ages, cultures and abilities;
- Working knowledge of natural history, child development, classroom management and environmental stewardship preferred;
- Computer literacy including Microsoft Office and web applications;
- Current certification in CPR and basic first aid, or willingness and ability to acquire these certifications.
- Maintains a valid driver's license.

### **Other:**

- Safely operate a motor vehicle and is licensed to do so;

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- Lift and handle materials of up to 35 pounds without assistance;
- Communicate effectively, both verbally and in writing, in the English language;
- Lead and manage a group of 10 children under the age of ten;
- Work efficiently outdoors in varying conditions and terrain;
- Work flexible hours, including evenings and weekend.

COMPENSATION:

The Education Specialist is a full-time position exempt from overtime requirements. Annualized salary range: \$29,000 - \$31,000 Benefits include 8 paid holidays, 18 payed time off days per year and health benefits.

TO APPLY

Please email completed application, resume, and cover letter stating your suitability for the position based on required knowledge and skills to the Grand Traverse Conservation District Education Director/Camp Director Taryn Carew at [tcarew@gtcd.org](mailto:tcarew@gtcd.org). The application can be found on the GTCD website [www.natureiscalling.org/about/employment](http://www.natureiscalling.org/about/employment).

Applications must be received no later than 5:00pm EST Friday, January 11, 2019 or until filled

*The Grand Traverse Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, or other non-merit factor.*