

## POSITION DESCRIPTION

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### *Part-Time Environmental Education Specialist*

#### Position Type

Part-time, roughly 25 hours/week. No benefits. Weeknight and weekend work is sometimes required. FLSA Exempt Status. Salary starts at \$15/hour, but is dependent on experience. Year-round, but with the option of seasonal employment.

#### Description of the Position

The Environmental Education Specialist works under the direct supervision of the Manager of Environmental Education and collaborates with Center staff, volunteers, and interns to develop and deliver research-based lessons and interactive programs for diverse audiences in the Inland Bays watershed. This includes youth and public programs at the James Farm Ecological Preserve as well as off site such as at K-12 schools (in and after-school). The Environmental Education Specialist will also assist with curriculum development, program advertisements, and maintaining event registrations.

#### Duties and Responsibilities

- Serve as an instructor for the James Farm Ecological Preserve's education program for youth and adults.
- Develop, deliver, and evaluate environmental education programs for youth (in groups of up to approximately 40 individuals each) at the James Farm Ecological Preserve, K-12 schools, and other locations if/as needed.
- Develop and enhance lessons for multiple grades tied to Next Generation Science Standards for distribution in the field and classroom.
- Help foster partnerships with community youth groups (e.g., camps, scouts, homeschool networks, etc.) to increase environmental literacy and stewardship.
- Provide educational support (e.g., educational booth or program) at public events (e.g., annual Water Family Fest and Native Plant Sale).
- Assist maintenance of education program records (e.g., registration, student forms, metrics for reporting purposes, etc.) and supplies/equipment.
- Assist external communication efforts by providing educational program advertisements (e.g., flyers, social media, etc.) and other public-facing educational content and resources (e.g., website, seasonal journals, etc.) as needed.
- Conduct other tasks as assigned by the Manager of Environmental Education, Director of Outreach & Education Director, and/or Executive Director.

#### Qualifications

- Bachelor's degree in environmental science, biology or education plus two years experience in environmental education/interpretation.

- Strong passion for environmental/science education.
- Comfort working with diverse age groups (youth & adult).
- Knowledge of native species, watershed science, and experiential learning practices.
- Experience developing and delivering K-12 lessons (in the field and classrooms) that are linked to state and national learning standards.
- Experience coordinating and delivering interactive education activities (e.g., outdoor programs, classroom presentations, interpretive tours) for the public.
- Adept at translating technical information to multiple audiences.
- Strong public speaking skills.
- Professional communication (oral and written) skills.
- Demonstrated leadership, organizational, and problem-solving skills.
- Proficient in Microsoft Office, Canva and Google software.

### Physical Demands and Work Environment

Work is performed in the field primarily at the James Farm Ecological Preserve in Ocean View, DE, in the office at the Indian River Inlet Facility, and at K-12 schools around the Inland Bays watershed. Field assignments may require bending, climbing, crawling, kneeling, lifting up to 25 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain, wading into water up to the waist, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions. Funding for this position is contingent on the continued availability of grant funding. Evening or weekend work is sometimes required. A flexible schedule is permitted. The position is subject to the Center's Office Policy Manual.

### To Apply

Please submit a resume, cover letter, and three references as a single PDF document to Jackie Knoll, Manager of Environmental Education, at ([hiring@inlandbays.org](mailto: hiring@inlandbays.org)). Applications will be accepted on a rolling basis until the position is filled. Preferred start date is June 1, 2022.

All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information, and marital or familial status.