



John Bunker Sands Wetland Center
Educator Job Description

Title: Educator at John Bunker Sands Wetland Center

Reports to: John Bunker Sands Wetland Center Executive Director and Education Supervisor

Job Summary: The ideal candidate for this position will learn the current John Bunker Sands Wetland Center curriculum and effectively deliver it to visitors, assist the education team in enhancing the curriculum, and continuously improve their delivery skills.

This is a full time, 40 hr/week position (Tuesday - Saturday).

Skills & Qualities:

- Experience in a classroom or informal education setting with the ability to demonstrate strong communication skills
- Proficient in Microsoft Office (Word, Excel and PowerPoint), email and web correspondence, office and audio visual equipment
- Motivated, with strong problem solving skills.
- Ability to accept feedback and improve content delivery
- Willingness to work and collaborate with others, including other educators, volunteers, interns, partners and donors
- Ability to ask for help when needed and assist other staff members when necessary.
- A team player with creative ideas that support and add to our growing team
- A passion for environmental education and is comfortable effectively communicating with children and adults in an indoor and outdoor setting
- Able to lift 50 lbs or more and work on their feet for extended periods of time

Responsibilities:

- Effectively deliver curriculum focusing on water conservation, wetland ecosystems and surrounding wildlife habitats for students and adults
- Learn provided curriculum through independent study and observation of experienced educators
- Lead school age programs (grades 4-12)
- Lead homeschool lessons

- Facilitate adult and public programming, not related to school age programs, such as Boardwalk Tours
- Assist with the creation of program materials for various programming needs
- Monitor material use and restore or replace consumed materials as needed
- Maintain equipment used for programming
- Assist with preparation and implementation of special events at the Center or in the community
- Learn front desk operations, including check in/check out procedures, entry fee collection, gift shop purchase processing, membership management and donation acceptance
- Provide a brief overview of the Center and point out safety precautions to visitors
- Serve as a public relations contact and advocate on behalf of the Center
- Assist with opening, closing and daily cleaning procedures
- Assist with the collection of social media content
- Other duties as assigned

Education & Experience:

Minimum Required: Undergraduate degree or equivalent work experience (5+ years as an educator, nonprofit volunteer, or docent)

Interested in joining our team? Please send a letter of interest and résumé to kbourne@wetlandcenter.com