

# **Trout Lake Nature Center Position Description**

## **Education Coordinator**

**Overview:** Trout Lake Nature Center (TLNC), a non-profit organization, has a strong mission of environmental education and habitat protection. TLNC has an approximately 230 acre property that is primarily wetland habitat with a natural history museum, education building, trails, boardwalk and education dock. PreK to fifth grade students come to TLNC for interactive field trips. Homeschoolers, youth groups and scouts also come for various types of programs.

Family, community and adult programs are created and given throughout the year to educate about the environment. This position would assist with developing new programs and continuing existing programs to various audiences. This position is also responsible for various administrative or tracking functions.

### **Principal Responsibilities**

#### **Education**

- Assist with care of education ambassador animals (turtles, snake and aquariums).
- Assist with program instruction, event coverage and special programs when requested and available.
- Serve as first contact for schools groups.
- Set up for field trips with schools and school districts including program invoicing and busing.
- Teach education activities for different grade levels.
- Develop and implement youth, adult and community education programs and update existing programs as needed.

#### **Youth Programming**

- Assist with scheduling school and youth programs.
- Schedule and conduct in-school presentations
- Invoice for school field trips or in-school programs.

#### **Volunteers**

- Recruit and schedule education volunteers and when requested assist with volunteer training and retention.
- Assist with volunteer assignments and supervision of activities.
- Assist in planning and attend Volunteer Orientations and work days as requested.

#### **Membership**

- Help plan and attend Annual Membership Meeting for staff and volunteers.

#### **Promotional/PR**

- Maintain Website and online Calendars.
- Post to Word of Mouth websites and coordinate Next Door postings.
- Write press releases for events as requested.
- Assist with producing event flyers using Microsoft Publisher or other software.

**Other**

- Supervise youth and adult volunteers assisting with employees tasks.
- Open and close facilities as scheduled. Facilities are typically open from 9 AM to 4 PM
- Other tasks as assigned.

**Hours and Time:** 40 hours per week, including one weekend day and some evenings. Flexibility is required in setting work days and hours to ensure office coverage.

**Report to:** Executive Director

**Qualifications/Requirements** (Experience with environmental education, education or program development is required.)

- Have good computer skills (Microsoft Office and internet).
- Be able to function both independently and as a member of a team.
- Share the mission of TLNC.
- Be physically active (able to bend to pull weeds, walk a mile, carry a tent, work outside in summer heat, etc.).
- Successfully complete Level I Background Screening (TLNC reimburses fee after six months of employment.)

**Salary:** \$16 to \$18 per hour for 40-hour week.

**Benefits:** 10 day of annual leave, 5 days of sick leave, mileage reimbursement for off-site activities. No insurance or retirement. This position is classified as a non-exempt employee by IRS.