



April 12, 2021

## ENVIRONMENTAL EDUCATOR: EARLY CHILDHOOD SPECIALIST JOB ANNOUNCEMENT

### I Job Overview:

<b>Job Title:</b>	Environmental Educator: Early Childhood Specialist
<b>Department:</b>	Education
<b>Classification:</b>	Non-Exempt, Hourly
<b>Job Type:</b>	Full-time, Monday - Friday with occasional evenings and weekends
<b>Job Status:</b>	Employee, 40 hours/week
<b>Reports to:</b>	Director of Education
<b>Supervisory Role:</b>	No
<b>Travel:</b>	Yes – frequent traveling to schools in the Cleveland area. No – overnight travel.

### II Job Summary:

The Environmental Educator: Early Childhood Specialist is responsible for creating, maintaining and teaching both classroom and professional development programming designed to engage preschool students in outdoor exploration and increase teacher confidence in science content and outside learning. As part of the Environmental Educators team, the Early Childhood Specialist will also teach school programming primarily for Preschool through Grade 8, public programming for families and adults and camps for children in Preschool through Grade 8.

### III Job Responsibilities & Duties:

#### A. TEACH ENVIRONMENTAL EDUCATION (70%):

- Facilitate discovery in both indoor and outdoor classroom setting.
- Act as the lead educator for the Nature Center's Head Start programming, a series of 4 programs for each of the 22 participating classrooms throughout the year. Most of these programs are offsite.
- Deliver 2 - 4 professional development (PD) sessions throughout the year for Early Childhood Teachers.
  - Our PD program may be growing to include a classroom visit in the 2021-2022 school year which would require frequent travel throughout the Cleveland area.
- Deliver programming to any of the school groups we serve throughout the year, primarily in grades Preschool through Grade 8.
- Teach up to 9 weeks of summer camp between June - August.
- Plan or assist with public programming for family and adult audiences as needed. This might include staffing an event, planning an interpretive hike, hosting a lecture, etc.

#### B. DEVELOP EARLY CHILDHOOD PROGRAMMING (10 - 20%):

- Create new programming for early childhood students and teachers as needed. Between Fall 2021-Spring 2022, this is likely to include 1 - 2 new professional development sessions (1 hour long each) and collaboration on up to 12 lessons for Preschool students.



#### C. ADMINISTRATION (5 - 15%):

- Contribute to the design of Early Childhood teacher surveys and create action plans based on teacher feedback.
- Conduct real time observations of student learning to track progress towards impact goals.
- Coordinate with Development and Marketing staff on grant proposals and marketing opportunities as needed.

#### D. OTHER (5%):

- Maintain good humor and apply professional, common-sense solutions to everyday challenges.
- Learn, meet new people, reflect, and take initiative to continue to grow in the field.
- Participate in staff meetings and events.
- Participate in NCSL signature fundraising events.
- May be asked to help care for Education animals (box turtles and snakes).
- Other duties as assigned.

### IV Required Qualifications & Skills:

- Minimum of an Associate's degree and three years of experience in Education or Earth & Life Sciences or related field OR, a Bachelor's Degree and one year of experience in Education or Earth & Life Sciences or related field.
  - Motivation to continue to learn and practice education skills and natural resources content.
- Experience teaching Preschool through 6<sup>th</sup> grade in a hands-on setting.
  - Ability to design age-appropriate environmental education curricula and activities for a wide variety of audiences
  - Ability to manage classroom safety and behavior in a variety of settings.
- Valid driver's license and access to a vehicle is required.
- CPR/1<sup>st</sup> Aid Certification (to be provided by NCSL upon hire).
- Excellent interpersonal skills; ability to interact with the public, parents/guardians, teachers and staff with tact, courtesy, and diplomacy.
- Strong organizational skills, ability to multi-task, adapt to change, work independently, and to prioritize effectively.

### V Working Conditions:

- Position requires lifting up to 15 lbs., frequent hiking up to 3 - 5 miles (sometimes on rough terrain), climbing stairs, kneeling, sitting, and bending.
- The workday often takes place outdoors along our trails with possible hazards.
- This position offers minimal remote/work from home opportunities.
- NCSL has taken many safety measures to protect the staff and public from the COVID-19 virus. Personal Protective Equipment is provided.

### VI Compensation:

- \$14.50 - \$16.00/hour, commensurate with experience and qualifications.
- Eligibility for a wide range of benefits.



## VII Application Procedure:

Email: [careers@shakerlakes.org](mailto:careers@shakerlakes.org)  
Subject: Early Childhood Specialist  
Requirements: Resume  
Recommended: Cover Letter

## Posting Date:

April 12, 2021

## Application Deadline:

May 10, 2021

The Nature Center at Shaker Lakes (NCSL), a 501(c)(3) non-profit founded in 1966 and located in the Shaker Parklands on the eastern edge of Cleveland. The mission of NCSL is to conserve a natural area, connect people with nature, and inspire environmental stewardship. We are an Equal Opportunity Employer that strives to provide a safe, welcoming, and inclusive working environment. View our mission, vision, and diversity statement online at [www.shakerlakes.org](http://www.shakerlakes.org).