

Vermilion County Conservation District

Position Description

Position: Environmental Educator

Salary Range: \$30,000-37,000

Reports to: Environmental Education Supervisor

Accountability Objective:

The Environmental Educator has the responsibility of performing all duties and aspects of the Education Department, which includes in-classroom presentations, after school programs, summer camp programs, evening and weekend programs, adult education, specialty programs, seminars and workshops, as well as the Outdoor School Program.

Required Qualifications:

1. Bachelor's degree in environmental education, biology, botany, outdoor recreation, or a closely related field in order to perform the necessary supervisory, technical, analytical, and advisory duties of the position.
2. Excellent verbal and written communication skills.
3. Knowledge of Illinois Natural History, including natural sciences, land stewardship, conservation, environmental educational programming and techniques, interpretation of ecological concepts, local flora and fauna, soils, hydrology, geology, and current environmental issues.
4. Valid Driver's License, ability to travel to different work locations.
5. Ability to professionally communicate with administrators, teachers, children, public, and staff.
6. General computer skills including the ability to use basic functions of Microsoft Word, Excel, Outlook and standard office equipment.
7. Ability to develop and maintain records, reports, document and data.

Desired Qualifications:

1. Previous experience working in environmental education.
2. Safety instructor (hunting, boating, water, canoeing)
3. Certified in CPR and First Aid
4. Must have good time management, problem solving, and organization skills.
5. Must be able to comprehend directions and implement them.
6. Must have good safety awareness and judgement. Identify and prevent hazards, implement solutions, maintain safe indoor and outdoor environments
7. Ability to establish priorities, plan, and accomplish established goals and projects and report progress to Education Supervisor as required.
8. Must demonstrate the ability to lift 50 pounds.
9. Establish and maintain effective working relationships with supervisors, staff, program participants, and the general public.
10. Ability to work in a group or individually with minimal supervision.

Specific Job Functions:

1. Establish, create, organize, coordinate, and instruct general and/or specialized environmental and cultural education activities and programs for all age ranges. Including but not limited to: Outdoor School, Traveling Naturalist, Day Visits, Summer Camps, Evening, and Weekend Programs/Events.

2. Provide a program/class atmosphere that promotes and encourages inclusion and satisfaction of all participants in a professional manner. Create a positive experience for patrons through professional and courteous behavior.
3. Evaluate existing interpretive educational plans and programs, research new programs and public program requests to consistently improve, develop, and expand services with the education staff.
4. Ability to effectively engage in behavior management in order to maintain students' interest and participation in outdoor classes and activities.
5. Flexibility and the ability to deal with the unexpected and quickly changing nature of outdoor activities and children.
6. Collaborate with education staff to promote and grow the education department and other VCCD facilities through public presentations, community and civic engagement, contact/cooperation with schools and community organizations, and participate in activities beneficial to the department.
7. Create educational marketing and promotional materials, articles, exhibits, and displays for District publications and facilities.
8. Courteous and cooperative communication with staff and general public both in person and over the phone, including handling difficult/emotional people.
9. Maintain and clean live animal exhibits including appropriate care, living environment conditions, and nutrition requirements for live animals in VCCD facilities.
10. Maintain VCCD hiking trails through regular mowing, trimming of overhanging brush and vegetation, and replacing damaged steps, handrails, signage.
11. General knowledge of all functions of the VCCD
12. Knowledge of Education Department Budget.
13. Knowledge of VCCD Ordinances
14. Knowledge of VCCD Emergency Disaster Plan
15. Assist with special events.
16. Assumes other duties and responsibilities as assigned.

Office Location:

Forest Glen Preserve

Work location will be assigned by the Executive Director and is subject to change to best fit the needs of the VCCD. Employees are employed by the VCCD not specific park.

Normal work hours are 8:00 – 4:30 pm. This position may be required to work evening and weekends as needed for programs and events.