



Environmental Education Program Assistant

Job Summary: An informal educator with environmental education experience and a love for the outdoors will assist in the implementation and delivery of science-based programs, including field trips, camps and activities for pre-k through adult participants.

Details: This position is classified as a permanent part-time (20 hours/week), non-exempt position. It will include some evening and weekend hours. Must work outdoors in all weather conditions and routinely lift up to 40 pounds. Reports to Environmental Education Manager.

Position Availability: Position open until filled.

Responsibilities may include:

- Lead hikes, classroom programs and field trips for school groups and adult tours
- Write lesson plans and teach camps and public programs
- Teaching several summer camps the first summer – must have flexible summer availability.
- Assist with large Garden Events including Boo-tanical and Holiday Lights
- Assist Therapeutic Horticulture Program Manager with adult education and garden activities as needed
- Help develop educational content like bulletin boards for our education spaces
- Participate in outreach events to recruit new participants; i.e.: outreach events and expos.
- Assist and help with animal care, cleaning and maintenance of resource tools, and education teaching areas

Other

Attend staff meetings and participate in other staff activities.

During Garden special events such as Heritage Day, Holiday Lights, etc., additional hours will be required. This includes weekends and evenings.

Other duties as assigned by the EE Manager/Director of Marketing and Events

Qualifications: Must have excellent written and verbal communication skills, excellent interpersonal and communication abilities, and the ability to deal effectively with the public. Some experience with teaching or child care is preferred. Experience leading school aged children in outdoor educational activities is particularly valuable. Associate degree or equivalent education and experience required. Bachelor's Degree preferred. Flexibility, an energetic nature and knowledge of the natural resources and environmental issues relevant to the Sandhills region is desired. A willingness to complete the NC EE Certification is required. Applicants being considered will submit to a background check.

To Apply: Please complete a Cape Fear Botanical Garden application (available on-line at www.capefearbg.org/about-us/) along with résumé, three references and a cover letter and submit by email to education@capefearbg.org . No phone calls please.