



Environmental Education Programmer

Job Summary: An informal educator with environmental education experience, who enjoys teaching school-aged children, and has a love for the outdoors, will plan and teach science-based programs, including field trips, camps, tours and activities for pre-k through adult participants.

Details: This position is classified as a permanent, full time (40 hours/week), non-exempt position. And will include evening and weekend hours. Must work outdoors in all weather conditions and routinely lift up to 40 pounds. Estimated starting pay \$12-14 an hour. Health insurance and paid sick/vacation day benefits. Reports to Environmental Education Manager.

Position Availability: Position open until filled. Preferred start no later than mid May.

Responsibilities may include:

- Teach and lead in-person classes including hikes, field trips, public programs, and summer camps.
- Create lesson plans for public programs and camps
- Prepare program crafts and activities
- Create and update Jotform registrations for public programs, send program evaluation surveys, and keep program statistics in Google Sheets
- Coordinate and Train Educational Volunteers
- Help prepare and facilitate large public events including Holiday Lights and Boo-tanical
- Participate in outreach events to recruit new participants; i.e.: tabling 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 Coordinator/Director of Marketing and Events

Qualifications: Have an AA/AS degree or higher, from an accredited institution or equivalent experience, with focus on environmental education or related fields (Bachelors preferred). Must have excellent written and verbal communication skills, excellent interpersonal and communication abilities, and the ability to deal effectively with the public. Experience leading school aged children in educational activities is required. Flexibility in scheduling, an energetic nature, and knowledge of the natural resources and environmental issues relevant to the Sandhills region is desired. Experience with nonprofits may be helpful. A willingness to complete the NC EE Certification is required. Applicants being considered will submit to a background check. Applicants need their own transportation to shop for program supplies and attend outreach events regularly.

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 bgoldentyer@capefearbg.org . No phone calls please.