

## **Pettit Environmental Preserve Environmental Education Assistant Job Description**

The Pettit Environmental Preserve is a private nonprofit 501(c) organization that provides environmental education to youth ages Pre-K-Grade 12 through onsite school programs that emphasize hands on learning. The Preserve's 70-acre property in Bartow County includes a 9-acre lake, 1.7 miles of trails, a Learning Shed, and outdoor amphitheaters that serve as teaching areas. Additional educational opportunities are provided to all ages during quarterly public hikes which highlight general interest themes.

The position of **Education Assistant is a part time hourly position** with hours varying greatly over a 12-month period. During peak field trip season (generally March-May & September - November) the hours could be 30-40+ hrs/month, based on scheduled bookings. During non-peak times (December- February & June-Aug) hours will be minimal. Field trips are generally booked weeks in advance, so availability for specific days are usually known at least 1 month in advance. Also needed to staff monthly public event at Preserve and occasional outreach events at various locations

The Education Assistant should possess an enthusiasm & passion for nature that goes beyond strictly educational needs as well as a love of nature. High school diploma required. A degree in education or life sciences is **not** expected, however a background working with children or an ability to relate well to them is essential. Sensitivity to "teachable moments" as they occur on the trail or in programs with students is highly desirable.

The working environment for the position is outdoors, while hiking the trail or meeting under a picnic shelter.

The Educational Assistant will be responsible for:

1. Leading programs for school children using existing curriculum-aligned lesson plans. These plans are more than just teaching outlines as they provide detailed information on what needs to be shared with participants.
2. Providing support as needed to volunteers delivering centers based programs to groups of 6-12 children. In these situations, the Education Assistant is expected to be familiar enough with all centers to be able to provide support & guidance to volunteers during programs.
3. Some programs are delivered during 1.7 mi trail hike. During peak season, the program may be repeated daily up to 5 days a week.
4. Be aware of all Pettit Preserve policies and emergency procedures, taking the lead in carrying out policies & procedures when the Education Coordinator is not immediately present (on site, but on the other side of the property).

Cover letter & resume should be submitted to [director@pettitpreserve.org](mailto:director@pettitpreserve.org) no later than June 29, 2018.

Position will begin no later than August 1<sup>st</sup>, 2018.