

City of Arvada Job Description

Job Title: Environmental Educator

Salary Range: \$20 hourly rate

30-40 hours/week for no more than 1200 hours (Start Date 03/05/2024 - End Date 11/22/2024)

Department: Parks, Golf and Hospitality Services

Division: Majestic View Nature Center

General Statement of Duties:

Purpose is to assist NC Director & Asst. Director in teaching programs, creating interpretive opportunities on Arvada's Trails, and creating a positive customer experience to ensure efficient operation of Majestic View Nature Center.

Supervision Received:

Works under the direct supervision of the Nature Center Assistant Director.

Essential Job Functions:

1. Create, lead, and assist with public programs for variety of audiences, both indoors and outdoors, across Arvada.
2. Lead school programs for K-5 students at the Nature Center and at school outreaches.
3. Assist in summer camps by delivering creative and age-appropriate activities while ensuring the health and safety of campers.
4. Create and present engaging interpretive activities at events and booths as a Nature Center representative.
5. Assist with animal husbandry for animal ambassadors, such as changing tank water/substrate or creating enrichment.
6. Occasionally oversee center operations during public hours as an interpretive ambassador to provide an enjoyable visitor experience.
7. Participate in all-staff projects as-needed.
8. Assist with habitat enhancement, planting native species, removal of invasive species, citizen science projects, and wildlife camera operations.
9. Monitor safety, security and cleanliness of center and surrounding site, bringing issues to the attention of the Director or appropriate City staff.
10. Work with volunteers of varying backgrounds and experience to complete tasks, projects, and programs.

Knowledge, Skills and Abilities:

1. Possess and be able to share working knowledge of environmental interpretation.
2. Initiative to recognize, recommend and manage projects or programs that meet the Nature Center's mission.
3. Excellent communication and customer service skills.

4. Ability to perform manual duties associated with the programs and facility; arranging tables, chairs and equipment, leading outdoor activities, refilling fountain, cleaning tanks, etc. with reasonable accommodations.
5. Possess a basic understanding of regional natural resources.
6. Classroom management skills a plus.

Requirements:

Minimum one year experience providing environmental education or interpretive programming in a field related to education, environmental science, or recreation. First AID/CPR Certification or willingness to be certified within 90 days of hire. Must be able to work flexible hours as assigned, which will include occasional evening or weekend programs. Position requires sitting, standing, walking over uneven surfaces or utilizing reasonable accommodations to perform job functions.

Experience working or volunteering in a leadership role with youth and adults is preferred. CIG Certification is preferred.