



5500 Northrock Drive  
Rockford, IL 61103  
Phone: 815-877-6100/Fax: 815-877-6124  
www.winnebagoforest.org

## **Education Specialist**

Severson Dells

Starting Salary \$18.76 - \$23.07

Commensurate on Experience

**Reports to:** Director of Education and Research

### **Position Summary:**

The position is responsible for planning and implementing nature education programs. This position helps ensure that each individual involved receives a basic knowledge and appreciation of our natural world.

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Collaborates in developing, implementing, delivering and evaluating nature activities to be used with guided school groups, in-school settings, scout groups, summer programs, and general public programs.
- Collaborates in outreach programming through marketing/public relations with new target audiences.
- Maintains program/activity materials and props ready to use and in good working order.
- Leads set-up and clean-up of school educational programs.
- Designs, implements and delivers programs and activities for the general public which convey the SDNC mission.
- Assists the Director of Nature Education and Research in preparing and hosting donor cultivation events.
- Participates in SDNC special events as assigned by the Director of Nature Education and Research.
- Assists in providing accurate natural history information for visitors and people who inquire by other means.
- Assists with planning and carrying out volunteer appreciation activities.
- Helps design and maintain exhibits as needed throughout the nature center.
- Understands and adheres to all risk management and safety programs and procedures.
- Assists other staff members as needed.

### **KNOWLEDGE AND SKILLS REQUIRED FOR THE JOB**

Demonstrated ability to coordinate, develop, and conduct environmental education programs; previous informal or formal science teaching experience required. Knowledge of and ability to utilize field identification procedures for plants, birds, mammals, amphibians, reptiles, and other natural resources. Ability to lead and instruct programs for physical outdoor recreational activities, such as, but not limited to, hiking, canoeing, and kayaking. Motivation as a self-starter, able to demonstrate a superior work ethic and have the ability to multi-task, be detail oriented, plan efficiently, and to represent SDNC and its programs in a professional manner. Excellent written and verbal communications skills; effectiveness as a strong team player and public speaker; customer service oriented, leadership skills, tact and sensitivity with the public, staff, and volunteers. Must have a valid drivers license and an operable car to use for off-site programs.

### **EDUCATION and EXPERIENCE**

Bachelor's degree with major in natural science and/or education required. Basic knowledge about local flora and fauna is highly desired. Graduate work or experience in the field of nature education and current Illinois teaching certificate preferred. At least two years experience working with school age children in an outdoor setting is required. One year experience scheduling, planning and supervising environmental education programs and activities is desirable.

Posted: 12/21/2016

Expires: 01/06/2017