



Part-time IMRF/Environmental Educator Coordinator at Red Oak Nature Center

Fox Valley Park District

Contact Name: Jadie Aguilar
Contact E-mail: jaguilar@fvpd.net
Contact Phone: 630-966-4510
Closing Date: 2018-08-10
Salary: \$15.00/hr.

Description:

To apply please complete an online employment application on our website:
www.foxvalleyparkdistrict.org

Hours: Operational Hours: 9:00am – 4:30pm Monday – Sunday. Flexibility with days/shifts, may be required to work some weekends, evenings and/or holidays. 25-28hrs/week.
Salary: \$15.00/hr. starting pay range

Qualifications: The successful candidate will have a BA/BS degree in Natural Science, Environmental Education or related field with at least two years of related experience or an equivalent combination of education and experience. Experience teaching children in a classroom and/or field setting or experience as a field naturalist or biologist with a natural affinity for education is required. A strong interest in natural history with a commitment to the environment is essential. Enthusiastic, friendly, and prior experience working with children is vital. Previous experience with restoration, scout programs and volunteer coordination is preferred. Excellent customer service skills with strong communication skills in both verbal and written formats. Strong time management and organizational skills with attention to detail and the ability to multi-task required. Good leadership skills with strong facilitation/presentation skills required. Proficient in MS Office Suite (Word, Excel, PowerPoint and Outlook). Experience with Prezi and/or RecTrac Recreation software experience a plus. Possess herbicide license, First Aid, CPR and AED certification or ability to obtain within 3 months of hire. Must have a valid driver's license and provide own transportation.

Duties: Under the direction and supervision of the Red Oak Manager, the IMRF Environmental Educator Coordinator will be primarily responsible for coordinating scout and other volunteer groups, birthday parties, and rentals, in addition to teaching various environmental education programs for schools, scouts, parties and family programming. Will coordinate and assist with curriculum development for new scout, birthday party and other programs. In addition to coordinating and managing the volunteer program and volunteer work days, they will also assist with Red Oak's Outdoor Adventure Club after school program, act as Manager on Duty in the absence of the Red Oak Manager, work with supervisor on generating new revenue ideas, annual budget, program and promotional materials, purchasing and inventory of supplies, and organizing and facilitating

interpretive special events at the Nature Center. Will also greet guests visiting the nature center, answer questions, distribute maps and other informational materials, and present orientation video as needed. Perform other duties as assigned. This is an at-will position.

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold Medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery and North Aurora, the District maintains 168 parks and 48 miles of inter-connected regional trails amid 2,500 acres of parkland. Connected by the Fox River, our communities are tied together by the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District...Where Fun Begins!