



# Nature Collective

CONNECT. EXPERIENCE. PROTECT.

## Educator III Job Description

**Classification:** Part-time 30 hours per week, nonexempt

**Reports to:** Education Director

**Compensation:** \$19.00 per hour, 401K, Paid Vacation Time, Paid Personal Time, Paid Holiday Time, Paid Sick Leave, Group Medical Insurance (health, dental, vision)

### Summary

Implement and support school, family, and summer learning experiences/programs that inspire curiosity, enhance inquiry skills, connect to nature, and empower participants to take actions to care for their environment and communities. Contribute to the design and planning of programs and activities, including the organization of educational resources and materials. Provide bilingual facilitation of learning experiences/programs, when required. Engage and work with a diverse range of professional colleagues and audiences, including staff, volunteers/interns, students, teachers, families, and youth.

### Responsibilities

- Create and maintain a safe, equitable and supportive learning environment
- Teach/Lead field-based and virtual activities and programs in English and Spanish
- Conduct program preparation, clean-up and follow-up, including organization of materials, site walkthroughs, and instructor surveys
- Adhere to and uphold all Nature Collective policies and protocols
- Participate/Attend required meetings and trainings
- Assist in program evaluation
- Support program planning and design
- Keep accurate records and submit reports and paperwork in a timely manner

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PO Box 230634 Encinitas, CA 92023-0634 | T 760.436.3944 | [naturecollective.org](http://naturecollective.org)

501(c)(3) Tax ID: 33-0358660 | Printed on recycled paper.

- Commitment to valuing diversity and contributing to an inclusive work and learning environment

### **Qualifications**

- Demonstrated experience and/or interest in inquiry-based teaching
- Comfort working and/or being in outdoor environments
- Ability to connect and work with people, especially youth, different from yourself
- Experience working independently and as part of a team
- Native Bilingual Spanish-English speaker
- Experience working in or providing outreach to the communities of Escondido or Vista, or other primarily Hispanic/Latinx and BIPOC communities
- Demonstrated experience working or volunteering with youth audiences
- Must be able to pass a live scan background check and TB test
- Must have a valid CA driver's license with clean driving record
- Flexibility in schedule

### **Preferred Qualifications**

- Prior classroom, outdoor, museum, and/or related teaching experience
- Familiarity of local wildlife and habitats
- Experience working with children/youth
- Strong communication skills
- Familiarity with basic computer programs and software: email, calendars, documents

**Certifications:** None

**Supervisory:** None

### **Physical Requirements**

- Stand, squat, bend, and reach for extended periods of time (2+ hours)
- Lift and push up to 25 lbs.
- Sit and use computer for extended periods of time (2+ hours)
- Able to hike a minimum of 2-3 miles on uneven substrate and/or elevation gain
- Conduct programming outdoors in any type of weather and conduct programming using computer-based, virtual (video) platforms

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**Position Type/Expected Hours of Work**

- Be available 5 days/week, including occasional weekends, holidays and evenings
- 30 hours per week, non-exempt (~6 hours per day), 8-hour days for summer programming (e.g., July) or for occasional special programs

**Travel**

- Local travel within San Diego County, to and from field sites at the San Elijo Lagoon Nature Center, occasional visits to partner schools, and other parks/locations



# EMPLOYMENT APPLICATION

Submit this application, a cover letter, and resume to HR@naturecollective.org.  
Subject: Educator III. Applications will be accepted until the position is filled.

We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of race, age, color, creed, sex, religion, ancestry, marital status, national origin, disability, veteran status, or any other protected characteristic.

Please carefully read and answer all questions.

## APPLICANT INFORMATION

<u>EMPLOYEE'S NAME (LAST, FIRST, M.I.)</u>		<u>TODAY'S DATE</u>
<u>STREET ADDRESS</u>		<u>APARTMENT/UNIT #</u>
<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>
<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>	
<u>POSITION APPLIED FOR</u>	<u>DATE AVAILABLE</u>	<u>DESIRED SALARY</u>
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		HAVE YOU EVER WORKED FOR THIS COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO

## EDUCATION

<u>HIGH SCHOOL</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>
<u>COLLEGE</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>
<u>OTHER</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>

## EMPLOYMENT HISTORY (PLEASE INCLUDE 7 YEARS OF EXPERIENCE)

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>RESPONSIBILITIES</u>		

**EMPLOYMENT HISTORY (CONTINUED)**

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>REFERENCES</u>			
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>

**DISCLAIMER AND ACKNOWLEDGEMENT**

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

<u>SIGNATURE</u>	<u>DATE</u>
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