



Nature Collective

CONNECT. EXPERIENCE. PROTECT.

Educator I Job Description

Classification: Part-time, nonexempt

Department: Education

Reports to: Education + Outreach Senior Director

Compensation: \$17.00 per hour

Dates to submit: July 9th – August 2, 2024

Summary

Facilitate and support the 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 environmental communities. 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
- 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 training
- Assist in program evaluation
- Keep accurate records and submit reports and paperwork in a timely manner
- Commitment to valuing diversity and contributing to an inclusive work and learning environment

PO Box 230634 Encinitas, CA 92023-0634 | T 760.436.3944 | naturecollective.org

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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
- Flexibility in schedule
- Must be able to pass a live scan background
- Must provide a clear TB test, and other vaccinations as/if required

Preferred Qualifications

- Prior classroom, outdoor, museum, and/or related teaching experience
- Bilingual (written and spoken) in Spanish and English
- 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 Responsibility: None

Physical Requirements

- Stand, squat, bend, and reach for extended periods of time (2+ hours)
- Lift and push up to 25lbs
- 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

Position Type/Expected Hours of Work

- Be available 3-4 days per week, including occasional weekends and evenings (Monday and



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options Tuesday-Saturday; typically 8am-1pm)

- Part-time, non-exempt, year-round
- Variable schedule; Up to 20 hours per week (12-16 average, ~4-5 hours per day), occasional 8-hour days seasonally or for 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 I. Position open until filled.

We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information and any other characteristic protected by applicable state or federal law.

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> |
|------------------|-------------|