



Environmental Educator and Programs Coordinator

The full time **Environmental Educator and Programs Coordinator** position requires a multi-dimensional educator with natural science content knowledge and a passion for the outdoors and teaching. It entails implementation of onsite and offsite science and environmental education programming for a wide variety of audiences varying in ages from pre-K to adults. Program development responsibilities especially curriculum writing and revision are also required.

The Coordinator will develop and deliver school and community outreach education, after school programming, and summer programs.

Principal Roles and Responsibilities:

- Teach and implement existing and new environmental science programs to students and teachers in Lake Forest and surrounding community schools, at Lake Forest Open Lands Association (LFOLA), and at community-based programs
- Schedule and coordinate school programs
- Visits to schools and community sites throughout Lake Forest and Lake County
- Organize and oversee summer and year round programs, including student, adult and family programs
- Organizing and leading small and large-scale events for students, adults and families
- Hiring and management of summer/seasonal staff
- Assist in the development and evaluation of all LFOLA educational programs
- Work collaboratively and manage relationships with Lake Forest Open Lands' staff, volunteers and multiple stakeholders in the community. This includes developing and maintaining relationships with land managers, and with additional partner organizations to provide curricular resources, coordinate learning and stewardship opportunities and develop experiential educational opportunities for students, families and adults
- Participate in a collaborative curriculum development process which includes sharing ideas, writing, and editing

Qualifications:

- Ability to organize and manage multiple projects and tasks at once
- Experience in creative and innovative curriculum development
- Engaging, collaborative and enthusiastic teaching style
- Ability to lead activities both indoors and outdoors
- Visits to schools and community sites throughout Lake Forest and Lake County

- Knowledge of the K-12 Framework for Science Education, Common Core, and the Next Generation Science Standards
- Knowledge of and ability to present general science, nature, and environmental education content to a diverse population of learners, including students and teachers
- Ability to communicate effectively and work collaboratively with other educators, school administrators, outside partners, volunteers, and LFOLA staff
- Ability to physically lift, transport, and carry program materials off-site and throughout the preserves
- Tech skills including social media and working knowledge of MS Office, Outlook, and Windows XP
- A high level of integrity, professionalism, and a creative, responsive style with attention to detail and follow through
- Ability to work independently, and as a team player

Minimum Education Required:

- Bachelor's degree in science and/or education field
- Teaching certification preferred

Minimum Experience Required:

- Two years teaching experience working with K-12th grade students in formal or informal educational setting
- Experience working in a non-formal (museum, zoo, nature preserve) educational setting a plus

Some weekend and evening work is required.

We provide health insurance options, 401K, paid time off and holidays. (Salary negotiable based on qualifications.)