



## Welty Environmental Center Part-time Environmental Educator Job Description March 2017

### **Background:**

Welty Environmental Center is seeking qualified applicants for a part-time Environmental Educator position. We need a dynamic individual to help connect with our diverse community and to further expand Welty Environmental Center programming and mission at its new location in Big Hill Park, Beloit, WI. This position reports to the Program Director.

The Welty Environmental Center (WEC) is a non-profit educational organization, dedicated to serving the Wisconsin-Illinois stateline area with experiences in nature, leadership opportunities and thoughtful consideration of environmental issues, for children, families and adults. Over the last year, the WEC provided educational experiences for almost 5,000 people, including children from 30 different schools.

### **Responsibilities Include:**

- *Onsite School Programs* - Conduct environmental education programs for K-12 groups; develop curriculum, activities and exhibits that meet WI/IL Learning Standards under supervision of Program Director
- *Community Education* - Assist with community outreach, and strengthen community awareness in conjunction with Development Director; develop interpretive materials for self-guided nature tours
- *Marketing/Publicity*- Help with e-newsletter writing, website and social media content
- *Events* – Assist with planning and organization of outreach events and festivals such as: Maple Sugar Fest, Fall Harvest Fest
- *Planning and Reporting* – Work with Program Director to provide data for monthly reports, attend monthly meetings and other administrative duties

### **Qualifications:**

- College degree or equivalent experience; strong background in ecological and earth sciences, and teaching
- Experience in the environmental and educational fields
- Loves working with people of all ages and being outdoors
- Good program planning and program development skills

- Ability to establish and maintain community connections
- Able to work independently and in collaborative situations
- Strong computer, communication and organizational skills
- Familiarity with Project Learning Tree, Project Wet & Project Wild
- Passion for environmental education and conservation
- Financial, marketing and public relations skills useful

**Benefits:**

- Opportunity to help expand a well-established program at our new facility at Big Hill Park
- Hourly wage of \$12-\$15 depending on experience; year-round, 20-hour weeks
- Flexible schedule, depending on scheduled programming

**Requirements:**

A valid driver's license, ability to perform strenuous outdoor work, and permission for the Welty Environmental Center to conduct a background/security check.

**Deadline to Apply:**

Review of applications will begin on April 15.

**To Apply:**

Send resume, cover letter, academic credentials, and names and contact information for three references who can address qualifications including field sciences and teaching experience.

**Send Application to:**

Welty Environmental Center: 1201 Big Hill Court, Beloit, WI. 53511 OR  
info@weltycenter.org (please send all documents as pdf files). Attn. Search Team