

Reeves-Reed Arboretum is seeking a part-time educator to assist the Education Director in the planning and implementation of its children's educational programs.

The Environmental Educator will:

- Help design and deliver a variety of hands-on outdoor environmental education programs for preschools, after-school clubs, scouts, families and school groups.
- Facilitate the day-to-day logistics of our summer camp including teaching the daily camp lessons.
- Assist in the development of interpretive exhibits, displays and publications.
- Design informational brochures and publicity flyers.
- Help collect, analyze and report data for program evaluation.
- Provide general support to the organization as necessary and other duties as assigned.

Qualifications/Minimum Requirements:

- Bachelor's degree, preferably in Environmental Education, Environmental Science, or related field
- Three years experience working with children in a responsible and professional setting
- Demonstrated experience in formal and/or informal teaching, or any equivalent combination of education, training, and experience
- Must be a skilled and effective communicator (oral, written, and visual) and comfortable speaking in front of groups of all ages
- Enthusiasm for working with children and interacting with the public
- Self-motivated and able to work independently and with a team
- Must be willing to work a flexible schedule and Saturdays from 9am-1pm.

Application deadline: Friday, February 12, 2010

Target start date: March 1, 2010

To Apply:

Please send cover letter, resume, and a list of three professional references to:

Jackie Kondel

Director of Education

Reeves-Reed Arboretum

165 Hobart Avenue

Summit, NJ 07901

or via e-mail to j.kondel@reeves-reedarboretum.org. Email applications are preferred.

Job Description – Part-time Environmental Educator (20 hrs/week)

The Environmental Educator will assist the Director of Education in the planning and implementation of the educational programs at Reeves-Reed Arboretum. He/she is directly responsible to the Education Director and by extension, to the Executive Director and the Board of Trustees. The specific responsibilities of the Environmental Educator are:

Education Center Saturdays

- Staff the Education Center Saturdays from 9am-1pm
- Develop monthly theme-based activities for families visiting the Ed Center
- Develop monthly self guided nature walks
- Create seasonal displays
- Design flyers and other advertising material
- Keep statistics relevant to demographics and performance of the program and submit season-end report to Education Director

Hands to Nature

- Assist Education Director in implementing program.
- Conduct pre and post visit to participating schools.
- Order curriculum supplies and materials as needed.

School Classes

- Work with the Education Director to create new school class offerings.
- Review and update existing curriculum as needed.
- Assist in teaching school classes.

Elephant Tree Camp

- Work with the Education Director to develop camp curriculum materials.
- Teach lesson plans and activities for days of employment.
- Direct camp staff during all activities.
- Supervise camper check-in and pick-up.
- Handle all disciplinary problems involving campers.
- Report to Education Director problems involving campers or camp staff.

Children's Programs

- Develop programs for our Woodland Wanderer program.
- Assist in teaching Woodland Wanderers classes.

Birthday Parties

- Supervise children's birthday parties including set-up, leading the activity, and assisting the family in clean-up and break down.
- Purchase supplies for parties as needed.

Seasonal Events

- Work with the Education Director in creating activities for our larger seasonal events including Maple Sugaring, Daffodil Day, and Celebrate Fall