



Environmental Educator (AmeriCorps Position)



Mission

AmeriCorps, sometimes described as the domestic Peace Corps, involves young adults and adults in a year of service targeted towards important social outcomes. AmeriCorps members serving with PVAS will provide outreach and education to youth in Jefferson, Berkeley, and Morgan Counties in WV in formal and informal settings.

Organization and Reporting

The AmeriCorps is responsible to the Head Naturalist/Instructor. The day-to-day operational relationship shall be between the AmeriCorps Volunteer and the Head Naturalist/Instructor.

Roles and Responsibilities

1. Provide instruction of PVAS programs to youth in Jefferson, Berkeley, and Morgan Counties in West Virginia. Audiences may include children ages 2-18 from schools, summer day camps, library programs, and other youth agencies as well as family groups. These programs may be scheduled during the weekday, evenings, or weekends.
2. Assist in developing new programs, implement activities, and help evaluate programs for effectiveness. Help with animal care and cleaning (turtles, hissing cockroaches, worms, and others), nature center interpretation and management, meet/greet visitors and special groups, and giving tours of PVAS properties.
3. Participate fully in all trainings provided by PVAS and AmeriCorps.
4. Communicate with teachers/youth leaders to preview and observe classrooms/groups ahead of time; confirm program times and locations beforehand.
5. Prepare all lessons, materials, and teaching space needed for each lesson/activity as required, and clean up all spaces and clean/restock equipment after use. Store all cleaned and organized items in appropriate location.
6. Notify PVAS Supervisor of any repairs to materials or re-supply needed if it is not within the member's ability to do so.
7. Regularly organize, maintain, and clean teaching materials and the storage space in which they are kept.
8. Collect and review program evaluations from teachers on regular basis. Discuss evaluations with Supervisor and follow up with teachers on significant concerns/issues.
9. Evaluate and improve upon curriculum in collaboration with Supervisor.
10. Collect photo permission slips from all teachers/group leaders and note which students are not available for photos.
11. Serve as a positive role model for youth with whom you interact.
12. Follow all PVAS policies pertaining to smoking, the use of alcoholic beverages, and the use of illegal drugs.
13. Respect program equipment and facilities as well as the personal property of others.

14. Assist the Supervisor with other duties as necessary to carry out the position.
15. Workdays at nature preserves may be scheduled for members to assist in trail work, interpretive sign development and installation, and other related tasks.

Qualifications

To qualify for an AmeriCorps position, you must meet the following criteria:

- High school graduate/GED
- At least 18 years of age
- U.S. Citizen
- Basic knowledge of computers
- Interest in helping children and youth programs
- Good writing, speaking, communication, research, networking skills
- Creative and motivated hard worker
- Interest in community service and commitment to getting things done in your community

Basic knowledge of science, mostly related to water quality and natural history, is required. In addition, this AmeriCorps position requires the candidate to:

1. Communicate effectively in person, by phone and in writing.
2. Work as part of a team (including volunteers) in planning and accomplishing projects and delivering programs.
3. Demonstrate basic computer skills (Microsoft Word, Excel, e-mail, PowerPoint)
4. Have reliable transportation, a valid license and good driving record.
5. Lift and carry 40 lbs over uneven ground for distances a minimum of 50 feet; hike at least two miles over rough terrain at a brisk pace (4mph); have patience and skills to teach/counsel up to 25 children at a time; provide accurate science content in school programs up to 12th grade level.
6. Desirable traits also include being a self-starter, being organized, and having excellent people skills.
7. Spanish speaking skills are a significant “plus.”

Details & Benefits

1. All members must sign a contract committing to one year of service beginning September 17, 2018. All positions are full-time.
2. Full time members who complete their 1,700 hour commitment for the year will receive a living stipend of approximately \$13,000 and will also receive an educational award of \$5,920.

3. Healthcare benefits while in service
4. Childcare assistance while in service (if you qualify)
5. Student loan forbearance or deferment while in service
6. Extensive professional training including an off-site residential training at High Rocks in Hillsboro, WV.

To Apply:

- 1) Send resume with cover letter and contact information for three references via e-mail to: admin@potomacaudubon.org by **August 15**.

Note: Cover letter should relate your experiences and abilities to this specific job. Generic or non-specific letters will receive no reply. No phone calls please. Send inquires to admin@PotomacAudubon.org.

- 2) Candidates must also apply to and be approved by AmeriCorps. Details of that process will be shared once PVAS approves the applicant through resume review and interview. A sample of the application packet and reference forms will be provided upon request.

Note: All AmeriCorps members will undergo a fingerprint background check and a national sex offender check.

The Potomac Valley Audubon Society is an equal opportunity employer. All qualified applicants are welcome and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Further, PVAS acknowledges that it is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination.