



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 environmental 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 Lead Naturalist/Instructor. The day-to-day operational relationship shall be between the AmeriCorps Volunteer and the Lead Naturalist/Instructor.

Roles and Responsibilities

Environmental Educator

1. Provide instruction of PVAS programs to youth in Jefferson, Berkeley, and Morgan Counties in West Virginia. Audiences include children ages 2-18 from schools, summer day camps, library programs, pre-school programs, homeschool groups, nature birthday parties 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.
3. 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.
4. Participate fully in all trainings provided by PVAS and AmeriCorps.
5. Communicate with teachers/youth leaders to preview and observe classrooms/groups ahead of time; confirm program times and locations beforehand.
6. 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.
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. Assist the Supervisor with other duties as necessary to carry out the position.
11. Assist our Land Manager with the care of PVAS's four nature preserves, lead volunteer workdays, assist with conservation initiatives.

Qualifications

*A proud partner of the United Way of the Eastern Panhandle
and the Combined Federal Campaign (#29061).*



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 and Microsoft Office (Word, Excel, Powerpoint)
- 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. Start date is September 6, 2021, but soon after is acceptable. All positions are full-time.
2. Full time members who complete their 1,700 hour commitment for the year will receive a living allowance of \$14,279 (620.82pre-tax twice monthly) and will also receive an educational award of \$6,195. The educational award can be used for existing student debt, current or future education expense – and the member has 7 years in which to use it. *(Please note that this living allowance and educational award are based on last year’s amount and may vary slightly this year)*
3. Healthcare benefits while in service

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4. Childcare assistance while in service (if you qualify)
5. Student loan forbearance or deferment while in service

To Apply:

1) Send resume with cover letter and contact information for three references via e-mail to:
amy@potomacaudubon.org

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
amy@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.

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.