



**Position Description:** Environmental Educator (Schools Team Leader)

**Status:** Full-time hourly/Permanent: 40 hours/week

**Reports to:** Medical Clinic and Education Program Director

**Date created:** 03/9/2021

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## POSITION PURPOSE

Under the supervision of the Medical Clinic and Education Program Director and the Marketing and Outreach Coordinator, the **Environmental Educator-Schools Team Lead (EE-STL)** assists with coordinating booking, promoting, presenting, creating displays and materials, administrative support, and ambassador care and enrichment for the Education Program. The **EE-STL** is also responsible for representing CFW and providing tours and attending fundraising events where appropriate. The **EE-STL** serves as a member of the CFW team and will provide the MCEPD and Marketing and Outreach Coordinator with support in all aspects of the Education program as needed.

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## I. ESSENTIAL POSITION RESPONSIBILITIES

### Priority Weight Assigned

Under the direction of the MCEPD and the Marketing and Outreach Coordinator:

### A. Education and Outreach Tours, Presentations, and Special Events:

70%

- a. Book, promote, lead, and present on and off-site educational programs, field trips, tours and workshops
- b. Assist in management and upkeep of the nature center including all displays and ambassador exhibits
- c. Assist in management of the front desk including welcoming visitors, answering phone calls, and accepting admission fees
- d. Assist in tracking education programs for reporting
- e. Coordinate, manage set-up, and lead other EO interns/volunteers for relevant educational programming
- f. Attend all major fundraising events, assisting with set-up and break down, presentations, assisting volunteers, etc.
- g. Research and remain current on wildlife natural history, ecology, management practices, and CFW statistics relevant to CFW programming
- h. Research and suggest new school programs or workshops
- i. Develop and present tours, special events, and private booking programming

### B. Education and Outreach Promotion and Administration:

10%

- a. Assist with marketing support as needed by the Marketing and Outreach Coordinator
- b. Assist Marketing and Outreach Coordinator and Development Team with mailings and producing marketing materials as needed
- c. Assist Marketing and Outreach Coordinator and Development Team with Adoption and Membership packaging and mailings as necessary
- d. Assist with writing newsletter or education website updates as requested
- e. Assist in coordinating, organizing scheduling, training and staffing volunteer educators
- f. Work with Marketing and Outreach Coordinator to build and sustain relationships with current, new and potential granting organizations, individuals, schools and libraries
- g. Provide support for all fundraising activities including annual giving, endowment, major gifts, legacy gifts, capital campaigns, grants, special projects, fundraising events, and other fundraising solicitations as required.

**C. Education and Outreach Research and Materials:**

**5%**

- a. Produce and repair educational materials and displays
- b. Coordinate, research, and provide creative display and material projects and ideas
- c. Keep educational totes, displays, etc. neat, organized, inventoried, and stocked with proper paperwork
- d. Keep front desk education paperwork neat, stocked and up to date

**D. Ambassador Care**

**5%**

- a. Work with education and medical clinic teams to ensure that all permanent ambassador's enclosures are clean and safe
- b. Ensure that all travel boxes are clean and safe
- c. Notify wildlife specialists of any observations of animal ambassadors or changes in enclosures or travel boxes
- d. Train with educators and MCEPD on appropriate handling of animal ambassadors and husbandry/enrichment
- e. Assist with maintaining clean and safe jesses and anklets for raptor ambassadors
- f. Assist medical clinic staff to monitor ambassador weights
- g. Assist with necessary facilities improvements for animal ambassadors
- h. Lead monthly public workdays to carry out "deep-cleaning", repair, and enrichment projects

**E. Organization-Wide Support, Duties, and Expectations**

**10%**

- a. Presents educational programs related to conservation medicine and OneHealth concepts
- b. Attends conferences and corresponds with other educators in order to keep knowledge current and CFW standard of programming on par with best practices in the industry
- c. Attends meetings and participates on CFW committees as necessary
- d. Assists in the development of CFW policies and procedures
- e. Assists in the development of CFW strategic plan and initiatives
- f. Recommends initiatives and changes to improve quality and services for CFW and areas of responsibility
- g. Works with other areas to coordinate workflow and activities to insure a seamless operation
- h. Identifies and determines cause of problems; develops and presents recommendations for improvement of established processes and practices; initiates and implements plans to solve problems
- i. Maintains contact with stakeholders and solicits feedback for improved services
- j. Maximizes productivity through use of appropriate tools; develops resources that create timely and efficient workflow
- k. Prepares progress reports, informs supervisor of project status and deviation from goals; prepares activity/workload analysis reports for management guidance as needed
- l. Ensures completeness, accuracy, and timeliness of all operation functions
- m. Operates as part of the CFW team
- n. Establishes rapport with diverse range of staff, interns, volunteers, and constituents
- o. Maintains dignity and self-control in difficult situations
- p. All other duties as required

**I. QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Basic knowledge of native species and their natural histories
2. Physically fit to work on feet for 8-10 hours, lift up to 30 pounds, and safely restrain large raptors and mammals
3. Excellent interpersonal and communication skills
4. Experience motivating and training volunteers and interns
5. Strong organizational skills for coordinating the multiple functions and planning
6. Computer literate
7. Able to maintain confidential information

## **II. KNOWLEDGE, SKILLS AND ABILITIES**

1. Specific knowledge of New England Wildlife- range, diets, habitats, current challenges, research, and management practices.
2. Ability to incorporate stories, statistics, current wildlife challenges, etc. in spoken and written word.
3. Ability to effectively and professionally present engaging information and respond to questions from staff, the general public, and program participants.
4. Ability to define problems, collect data, establish facts, and draw valid conclusions.
5. General knowledge of animal husbandry and medicine.
6. Ability to work independently, anticipate roadblocks and present solutions to supervisor and team
7. Highly organized and proficient in time management.
8. Requires ability to effectively establish and maintain cooperative working relationships within a diverse, multicultural environment.
9. Proficient in Microsoft Excel, Word, and knowledge of or ability to learn Wix, Altru, Little Green Light, and Constant Contact Software.
10. Ability and desire to keep customer service front-of-mind

## **III. WORKING CONDITIONS**

Extended work hours periodically required. Work is subject to inflexible deadlines.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented.

Work Schedule: 40 hours per week (including at least 1 weekend day per week)

## **IV. EDUCATION AND/OR EXPERIENCE**

BA / MS from a four-year college or university in the fields of environmental education, environmental science, wildlife ecology, biology, or zoology preferred. 1-2 years of experience in environmental education required. Combination of education and experience required performing the duties of the assigned position.

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Annual performance reviews are performed by the Medical Clinic and Education Program Director and Executive Director, and merit-based raises may be eligible dependent on annual budget and position's ability to successfully meet or exceed clinical budget.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

