



Job Description

Job Title: Environmental Educator
Reports To: Executive Director
FLSA Status: Non-Exempt

Summary: Teach classes in environmental and outdoor education, within the philosophy of Mohican Outdoor School; supervise students in community responsibilities; accept necessary assignments accomplishing the objectives of the Mohican School in the Out-of-Doors, Inc.

Essential Duties and Responsibilities:

- Assists in the continuing development of an outdoor education curriculum; provides instruction using age appropriate Ohio State Science Standards to elementary and secondary students to outdoor conservation and environmental education.
- Plans and conducts evening programs for all troupes.
- Hikes with groups over uneven terrain in all weather conditions and provides necessary supervision as assigned.
- Designs, constructs and maintains all animal cages and habitats.
- Maintains and catalogs artifacts such as taxidermy, animals, bones and feathers.
- Taking live animals and artifacts to schools, scout groups, businesses and other events for educational programs.
- Performs all other duties as assigned.

Competencies:

- Communication - Communication refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important and what is not, and what should be communicated, how, to whom and when.
- Creativity - Comes up with a lot of new and unique ideas. Easily makes connections among previously unrelated notions and tends to be seen as original and value-added in brainstorming settings.
- Organizing - Can marshal resources (people, funding, material, support) to get things done. Can orchestrate multiple activities at once to accomplish a goal. Uses resources effectively and efficiently. Arranges information and files in a useful manner.

- Patience - Is tolerant with people and processes. Listens and checks before acting. Tries to understand the people and the data before making judgments and acting. Waits for others to catch up before acting. Sensitive to due process and proper pacing. Follows established process.

Experience and Requirements:

- High School Diploma (or GED or High School Equivalence Certificate) required.
- Bachelors Degree in education or related field.
- 2-3 years experience in related field.

Physical Demands:

While performing the duties of this job, the individual must be able to remain in a stationary position for 90 percent of the time while operating their computer and performing office work. The individual needs to occasionally move about inside the office. They constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, fax machine, and computer printer. They must be able to exchange accurate information with customers and others in the office while interacting. The employee must regularly lift and /or move up to 15 pounds, occasionally lift and/or move up to 25 pounds. The individual must be capable of reviewing their work for errors and make adjustments as necessary.

Work Environment:

While performing the duties of this Job, the individual is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually low to moderate. The individual frequently works in a controlled climate.

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

Employee Signature: _____ **Date:** _____

Employee Name: _____ **Date:** _____
(Printed)