

Outdoor School Educator (Allegany County)

Alice Ferguson Foundation

Job Description for Fall of 2023

TITLE: AFF Educator (western region)

DEPARTMENT: Education

FULL TIME or PART TIME: Part-time Seasonal

REGULAR or TEMPORARY: Regular

REPORTS To: Education Program Manager

LEVEL: Associate

Salary \$18.00 an hour

I. POSITION SUMMARY

The AFF Educator leads and teaches environmental education field studies to students, grades 7, in Western Maryland. The Instructor will conduct on-site environmental watershed education programs for the Bridging the Watershed program (grade 7) with Allegany Public School. Work primarily occurs in Rocky Gap State Park in Flintstone, MD. Program runs primarily as field trips for students from 10 to 2 most school days of September 2023.

II. ESSENTIAL FUNCTIONS

Primary Role(s):

Teaching standard-aligned, curriculum-based, outdoor field studies to students grades 6-12 at regional national parks and/or participating schools in western Maryland

counties. Primary role is participating as an outdoor educator in the Allegany County Outdoor School Program for 7th grade during September.

Secondary role(s):

- Prepare employer-supplied equipment and materials necessary for teaching.
- Communicate with staff, teachers, or rangers in preparing field studies.
- Work remotely with Bridging the Watershed Coordinator as needed to accomplish program logistics.
- Record and collect programming data as needed.
- Assist with teacher workshops and other educational opportunities as needed.
- Very occasionally travel to DC metro area for business.

AFF Activities

- Participate in staff development, including staff meetings and trainings as needed.
- Assist supervisor, Program Manager, and/or Executive Director as needed.

III. AFF FUNCTIONS

Professional Standards of Conduct

- Exhibit teamwork and cooperation by sharing knowledge, coordinating duties with other staff, and demonstrating the willingness to assist others as needed.
- Exhibit leadership by taking initiative, mentoring and problem-solving.
- Dress appropriately
- Use time wisely and meet deadlines.
- Treat staff members, students, teachers, partners and visitors with courtesy and respect.
- Initiate and respond positively to suggestions for improving service.
- Maintain AFF facilities and educational equipment, including inventories and equipment stored offsite in parks or elsewhere.

- Communicate effectively orally and in writing, including field study reports, data collection, newsletter articles, website and other documents. Assist in documenting AFF activities via digital images and video.
- Maintain confidentiality of privileged and sensitive information.
- Promote and support the values and mission of AFF in all outreach and visitor contact.

IV. SKILLS AND ABILITIES REQUIRED

- Experience working and/or teaching children
- Interest and knowledge of natural sciences
- First Aid/CPR certified (or contingent upon employment)
- Ability to pass criminal background and fingerprinting due to working with children

V. KNOWLEDGE and EDUCATION Preferred

Associate's or Bachelor's Degree (preferred) (Environmental Science, Environmental Studies, Natural Sciences, Science Education, Elem./Sec. Education, Agricultural Sciences, Natural Resource Management, or related fields) OR equivalent level of work experience in related fields.

CONTACT:

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