

Ballard Nature Center Job Opening

Educator/Co-Director

POSITION: Full Time (average 32-40 hrs per week)

SUMMARY: Provide instruction for environmental education programming for visitors of all ages. Assist with administrative and maintenance duties.

SALARY: Commensurate upon experience

REQUIREMENTS:

- Experience working with children & instructing children in an educational or formal setting.
- Knowledge of local flora and fauna.
- Ability to speak effectively in classroom/group setting. Ability to communicate in a friendly manner with the public.
- General knowledge of computer programs and using social media for program promotion and center updates.
- Ability to have some flexibility in working schedule depending on the seasons. Be able to work a few evenings and weekends.
- Highly motivated, positive, and energetic.
- Master Naturalist certification or Associates or Bachelor's Degree in Biological Sciences, Environmental Education, or a related field preferred, but not required.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Develop, promote, and conduct programs at Ballard Nature Center and occasional off-site presentations in the school system, libraries, and other community settings
- Conducting nature tours & programs for all ages and abilities
- Contributing to social media postings
- Greeting and assisting visitors to the center
- Assisting with grant writing and fundraising
- Assisting with grounds maintenance and janitorial duties
- Coordinating, scheduling, and working with the center's volunteers
- Various administrative duties, such as scheduling rentals of the facilities
- Keeping up-to-date on current trends in environmental education and interpretation
- Caring for our captive animals
- **WORK ENVIRONMENT/PHYSICAL DEMANDS:**
- Must be able to work outdoors in varying weather conditions.
- Must be able to walk and stand for extended periods of time.
- Must be able to walk stairs daily, kneel, & occasionally lift or move objects up to 30 lbs.

OTHER:

Ballard Nature Center is a private, nonprofit 501 (C) organization

Send resume to: Ballard Nature Center, 5253 E. US Hwy 40, Altamont, IL 62411 or email to ballardnc@frontiernet.net

Job submissions are due by December 15. Start date is flexible.