



Job Description Education Associate

Job Title: Education Associate

Posted: February 13, 2012

Salary: Commensurate with experience and skills.

Organization Summary: The Palos Verdes Peninsula Land Conservancy, founded in 1988, is a nonprofit organization whose mission is the preservation of open space and restoration of habitat on the greater Palos Verdes Peninsula for the education and enjoyment of all.

Position Summary: This position reports to the Education Director. The Education Associate performs a variety of duties including the refinement and teaching of environmental education programs and field trips for grades K-6, conducting training workshops for teachers, community programming and other related assignments.

Type: Part-time, hourly, works approximately 20 hrs per week and some weekend events as required. Position is program-specific, and months of July and August will have reduced hours. The program is funded through December 2012.

Responsibilities:

- Learn content material to teach on-site field trips for schools
- Assist in preparation, collection and development of field trip materials and curriculum
- Assist in preparing and leading teacher/ educator workshops and in-services
- Help to prepare reports and maintain record-keeping
- Assist with development and execution of community programs and nature hikes

Qualifications:

- A Bachelor's degree or equivalent experience in a related field
- Experience leading educational, experiential, or interpretive outdoor program
- A working knowledge of natural sciences
- Familiar with local flora, fauna, natural history, geology and ecology
- Effective communication, problem solving, written and interpersonal skills
- Ability to implement, manage, and model excellent risk management to insure the safety of program participants
- Working knowledge of basic computer applications including Microsoft Office

- Ability and stamina to lead and supervise multiple two to three hour field trips with 30-40 elementary students at a time. Field trip sites are located on natural and uneven terrain.
- Some heavy lifting involved; 20-30lbs
- Excellent time management skills
- The ability to handle multiple tasks and programming effectively under pressure
- Ability to work independently and as a team member
- Must have reliable transportation to and from various jobsites throughout PVPLC's service area.

Desired Skills:

- A passion for environmental education and the desire to share this knowledge with both children and adults
- NAI Certified Interpretive Guide certification
- Experience working with children of all ages and diverse backgrounds
- Bilingual in English and Spanish

To apply, please email resume, and cover letter to info@pvplc.org

For further information, you may also visit our website at www.pvplc.org or call

(310) 541-7613.