



Environmental Educator

Douglas-Hart Nature Center
2204 DeWitt Avenue East
Mattoon, IL 61938
217-235-4644
programs@dhnature.org
www.dhnature.org

The Douglas-Hart Foundation is currently seeking Environmental Educators to join our year-round staff. We value all individuals and encourage those belonging to underrepresented groups and people with diverse backgrounds and abilities to apply. Learn more below:

About The Douglas-Hart Foundation:

The Douglas-Hart Foundation is a 501 (c) 3 non-profit organization and receives no tax support. The Foundation manages three properties in Coles County, IL: Douglas-Hart Nature Center, Friendship Garden, and The Whiteside Garden. Our mission is “Through the responsible stewardship of Helen Douglas-Hart's gifts, the Douglas-Hart Foundation will be a leader in promoting the appreciation, enjoyment, and conservation of our natural resources by providing quality resources for all ages.”

About our Educational Programming:

The Douglas-Hart Foundation provides unique educational opportunities to people of all ages to learn about the natural world. This includes but is not limited to:

- Public Programs
- Summer Camps
- Field Trips
- Community Outreach
- Boy Scouts
- Girl Scouts
- Homeschool
- Special Events

Environmental Educator Job Description:

Environmental Educators at The Douglas-Hart Foundation are responsible for scheduling, coordinating, planning, and leading educational programs for individuals of all ages about local Illinois flora and fauna, natural resources, sustainable environmental practices, and more! Programming may include presentations, hands-on activities, outdoor exploration & play, crafts, and games. Educators are responsible for ensuring each program fits within the mission and values of The Douglas-Hart Foundation.

Benefits:

- Receive valuable paid hands-on training and experience. Training topics include Illinois natural history, environmental education, interpretation, youth development, child behavior, class management, leadership, and more!
- Opportunities to receive professional certifications (First Aid/CPR, Project WILD, and more!)
- Paid membership to the Environmental Education Association of Illinois for professional development and networking
- Spend quality time outdoors which has scientifically proven mental, emotional, and physical health benefits
- Become part of a positive work culture that supports you to be successful in your role
- Experience the satisfaction of connecting individuals of all ages to the natural world
- 3% matching 401K after enrollment period

- 75% paid health insurance premium
- 1.25 days per month vacation accrual or 15 days annually (increases with tenure)
- 10 paid holidays
- Additional staff incentives such as meals, refreshments, t-shirts, prizes, and more

Qualifications:

- At least eighteen years of age
- Have a high school diploma, GED, or equivalent
- Attending or attended college for education, recreation, environmental science, zoology, biology, or other related fields preferred
- Experience in an educational programming setting preferred
- An interest in nature, teaching, and/or leading youth
- Commitment to conservation of our natural resources
- Enthusiastic personality
- Ability to establish and maintain relationships with children, adults, patrons, board members, staff, etc.
- Willingness to work a flexible schedule that will include some weekends and evenings
- Have reliable transportation and a valid Driver's License preferred
- Comfortable operating a computer and other related technology
- Proficient in communicating in a timely, respectful, and professional manner to diverse audiences and perspectives
- Ability to work independently with minimal supervision
- Comfortable in a fast paced working environment
- Efficient in organization and time management

Don't think you meet the qualifications, but have the passion, interest, and ability? Apply! Environmental Educators come from a wide variety of backgrounds.

Physical Demands and Work Environment:

- Ability to work outdoors under various weather and environmental conditions
- Ability to lead and actively participate in program activities, which includes but is not limited to: hiking, physical games, crafts, and educational activities
- Ability to use hands or fingers to operate classroom and outdoor equipment
- Ability to sit, stand, walk, kneel, or maintain physical activity for extended periods of time
- Ability to supervise multiple children, ensure their safety, and maintain a safe environment
- Ability to identify and report any hazards that affect yours or participant health and safety
- Ability to maintain Douglas-Hart Nature Center property. Educators will monitor the general cleanliness and safety of classrooms, restrooms, and outside areas. Educators are responsible for the setup and cleanup for all educational programming on site. This includes housekeeping duties such as sweeping, wiping counters and tables, mopping, emptying trash, organizing and returning supplies to their appropriate location.

The physical demands described are required to perform the essential duties of the job, but reasonable accommodations can be made to enable people with disabilities to perform the essential duties.

How You Will Make an Impact:

- You will assist the Education Director in developing, coordinating, facilitating, promoting, and leading educational programs aligned to the Douglas-Hart Foundation's philosophy and mission.
- You will lead and teach youth and adults through various program formats such as field trips, outreach, girl scouts, boy scouts, summer camps, workshops, public programs, or special events. Programs may be located at any of our 3 properties or off-site at other facilities, schools, or organizations.
- You will work with staff to plan, organize, and execute special events (or festivals) at any of the Douglas-Hart Foundation properties. We currently offer 5 special events annually: Modern Homesteading Conference, Earth Day Celebration, Outdoor Escape Room, Haunted Hike, and Winter Wonderland Walk.
- You will travel to local communities in the surrounding counties to offer outreach programs to schools, libraries, or other organizations.
- You will be responsible for creating and advertising Douglas-Hart Foundation programs using Canva, Google Workspace, social media, the Foundation website, and other outlets as needed.
- You will be a liaison for the Douglas-Hart Foundation to inform the public about environmental issues, program objectives, and other Foundation happenings.
- You will prepare lesson plans and activities aligned to the Douglas-Hart Foundation's philosophy and mission.
- You will assist with administrative duties pertaining to educational programs. Such duties may include scheduling, submitting supply lists, compiling evaluations, collecting household forms, etc.
- You will be responsible for using our customer relationship management (CRM) software to add contacts, create registration links, register individuals for programs & events, etc.
- You will assist with daily operations of the Douglas-Hart Foundation, including but not limited to: clerical duties, opening and closing of facilities, gift shop sales, preventative maintenance, housekeeping, communication and correspondences, assisting guests appropriately, habitat restoration or grounds maintenance as needed.
- You will attend and participate in staff meetings.
- You will communicate with relevant staff for programming needs.
- You will provide direction, supervision and organization of diverse program attendees and volunteers of all ages.
- You will participate in hiring, training, and supervision of seasonal staff/interns.
- You will provide parents appropriate feedback and information as needed for their children to have a successful program experience.
- You will model an excellent attitude while problem solving and managing issues.
- You will ensure youth safety and maintain a safe environment. Report directly to the Education Director with serious concerns regarding child behavior and/or child safety.
- You will represent the Douglas-Hart Foundation by following and upholding all policies and procedures outlined in the Employee Handbook. Educators must serve as a positive role model to youth and the general public.
- You will become certified in first aid/CPR.
- You will report directly to the Education Director.
- You will complete other reasonable duties as needed.

The Douglas-Hart Foundation is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which employment is based on qualifications, merit, and business needs and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, family, national origin, military service, or citizenship.

This position is subject to change as the future needs of the Foundation require. The pay range for this position is \$15.00-\$18.00 per hour; pay is based on experience. Resumes encouraged by Friday, May 31, but positions will remain open until filled.

To apply, please email your resume:

adebuhr@dhnature.org

or mail to:

Douglas-Hart Nature Center
Attn: Abby de Buhr
2204 Dewitt Ave E
Mattoon, IL 61938