Library Outreach Coordinator

- Library Outreach Coordinator is responsible for planning, teaching, coordinating, and leading quality library outreach program.

Seasonal Environmental Educator Benefits:

- Paid an hourly wage of $10/hour.
- Receive valuable training and experience in interpretation and environmental education that serves as a springboard for future endeavors.
- Experience the satisfaction of connecting today's youth to the natural world.

Qualifications:

- at least eighteen years of age and a high school graduate. College student preferred. Great for summer position for classroom teachers!
- an interest in nature, teaching and children.
- be able to stand/walk/hike/play for long periods of time.
- Willing to travel up to 60 miles per day.
- able to work schedule requirements. Must be available May – August.
- quick on their feet and adept at problem solving and behavior management techniques.
- work well on their own.
- possess excellent communication skills.
- fun and outgoing personality a must.

Library Outreach Coordinator Duties:

- Assist and attend pre-planning activities such as trainings or meetings.
- Schedule and coordinate programs with libraries.
- Develop and implement lesson plans within the guidelines of the Douglas-Hart Nature Center mission and goals and the summer library themes. Lesson plans must be submitted for review prior to teaching. Lessons should be progressive and vary in individual/group interests, abilities, and instruction.
- Travel, pack, setup, and tear down program.
- Lead outgoing and fun programs centered around a summer library theme to groups ranging from 5 to 50, and a wide range of ages.
- Provide direction, supervision and organization of participants. Educators must be able to communicate effectively to all parties and properly supervise youth at all times.
- Assist with administrative duties pertaining to the library program. Such duties may include submitting supply lists, compiling evaluations, etc.
- Maintain Douglas-Hart Nature Center property. They will monitor the general cleanliness and safety of materials.
- Represent the Douglas-Hart Nature Center by following and upholding all safety and security procedures. Educators must serve as a role model to participants and the general public. Educators will provide appropriate feedback and information as needed to various audiences.
- Other duties as needed.