The Environmental Education Specialist works directly with school groups to provide an outdoor classroom experience that aligns with state standards in science, math, social studies, history, and language arts. Applicants for this position often have backgrounds in environmental science, resource management, conservation, biology, summer camp programs, and much more.

Environmental Education Specialists:
Coordinate school groups when they are on property from Monday to Wednesday and Wednesday to Friday each week; work with professional outdoor instructors to ensure they are delivering curriculum that is fun and purposeful; Serve as a guide and mentor; Teach a trail group as needed; provide on-call coverage during evenings groups are on property; support other program as needed.

Qualifications:
- Ability and willingness to learn and master designated program area.
- Ability and desire to work in a varied environment including some office work.
- Ability to work in a fast-paced environment that sometimes entails adverse weather.
- Ability to lift and move up to 30lbs at a time including tables/chairs, and teaching resources.
- Current U.S. driver’s license (or ability to obtain one within two weeks of start date).
- Ability to stay on-site and remain on call for overnight groups.
- Ability to provide outstanding customer service to all staff and guests and make decisions based on sound judgment
- Ability to demonstrate professionalism at all times
- Ability and willingness to serve others, be a team player, and take on leadership roles and responsibilities.

Duties and Responsibilities:
- Maintain teaching resources and setup prior to group use.
- Assist with chaperone meetings or student orientation upon arrival
- Assist with verbal evaluation meetings at the end of each assigned program.
- Coordinate programs, host groups, and provide on-call support.
- Prepare staff for programs and provide coaching as needed.
- Problem solves issues that may arise with a client in a professional manner.
- Provide world-class customer service to all groups.
- Teach or facilitate individual groups as needed based on staff availability.
- Support other program areas as needed.

Knowledge and Skills Desired:
- University degree in environmental education or the equivalent.
- Teaching experience in an outdoor learning environment.
- Previous work directly with school groups in an outdoor education program.
- Demonstrated good customer service in previous jobs.
- Experience working with varied age groups including youth and adults in a learning environment.
- CPR/AED and basic first aid required.
- Wilderness First Aid and Lifeguard with Waterfront module highly desirable.

The above information has been designed to indicate the general nature and level of work performed. It is not designed to be comprehensive of all duties, responsibilities, and qualifications of the position.

Indiana University is an Equal Employment Affirmative Action Employer and encourages applications from women, minorities, and persons with disabilities

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