



Position Description

TITLE: Environmental Educator (Part Time)

FLSA: Non-Exempt

GENERAL SUMMARY:

The Environmental Educator for the Franciscan Earth Literacy Center (FELC), a ministry of the Sisters of St. Francis (SSF), creates and implements a wide range of innovative and impactful educational programs and activities on issues related to the environment and sustainability to all levels of the community, in furtherance of FELC's mission of promoting active learning and healthy relationships with the natural environment to achieve sustainable living, in the spirit of St. Francis and works under the direction and guidance of the Administrator to achieve FELC's goals.

The FELC features a "straw bale" house, a solar array, wind turbine, innovative and impactful environmental programs for youth and adults, and over 11 acres for farming, agricultural initiatives and outdoor activities. There is wide variety of resources available for incorporation into an outstanding array of program offerings.

PRINCIPAL DUTIES & RESPONSIBILITIES:

1. Understands and embraces thoroughly the mission and vision of FELC to recognize our oneness with all creation, and to reflect transformation through teaching and demonstrating the value and practice of living simply, in harmony with creation, and to consider that mission and vision in the performance of all other job duties.
2. Plans, coordinates, and implements educational environmental programs which further the mission and vision of the FELC.
3. Stays current with developing trends and issues in environmental and sustainability education. Works to include and incorporate all current and future environmental and sustainability features of the FELC into educational programming opportunities. This includes but is not limited to the Straw Bale House, wind turbine, solar array and other forms of alternative energy.
4. Creates and maintains records of educational programs, lesson plans and other educational materials and monitors/maintains educational supplies needed and utilized in programming and activities.
5. Assists in planning and implementing summer day camp programs, as well as special and seasonal educational events and represents FELC at various community outreach events such as Earth Day, Fall Fest and Family Fest.
6. Assists with the coordination of volunteers for ongoing and short term projects and activities at the FELC.
7. Performs minor office duties in furtherance of the operation of the offices of the FELC, including but not limited to answering telephone, mail and emails, administrative support for the FELC, housekeeping and other day to day operational duties.

8. Assists with the care and feeding of the FELC animals, both inside and outside.
9. Attends meetings for staff and serves on FELC committees as needed.
10. Assists in other tasks, as appropriate, and works as a team member in achieving FELC goals.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

1. Associate's degree in a related field; Bachelor's Degree in related field preferred.
2. Teaching or instructional experience, preferably in environmental area.
3. Excellent oral and written communication skills.
4. Ability to work independently or as team member.
5. Organizational and administrative skills.
6. Knowledge of and experience with successful and effective programming and educational techniques.
7. Physical strength and ability to perform tasks:
 - a. Must be able to bend, stoop and kneel;
 - b. Ability to lift a minimum of 50 pounds;
 - c. Ability to push/pull objects up to 50 pounds;
 - d. Ability to stand for up to 8 hours a day.

WORKING CONDITIONS:

The part time position may entail evening and weekend work. Educational programs may be presented indoors or outdoors; at the FELC campus or external to the FELC and within the community, schools, and other locations.

ACCOUNTABILITY:

The Environmental Educator reports to the Administrator of the Franciscan Earth Literacy Center.