

AUDUBON SOCIETY OF RHODE ISLAND
JOB POSTING

Public Program Educator (Part-time, non-exempt)

Location: Audubon Society of Rhode Island Nature Center and Aquarium, Bristol, RI

Summary of Position:

The Public Program Educator is responsible for effectively presenting the Society's public programs to a broad audience at the Nature Center and Aquarium in Bristol, RI. The position is also responsible for developing new programs and program materials, as well as maintaining existing programs such as birthday parties, preschool programs, school vacation programs, home school groups, special events and adult programs.

This position works closely with all members of Audubon Society of Rhode Island staff. This position also has broad interaction with senior management, refuge staff, donors, volunteers, interns and visitors. The position is supervised by the Director of the Nature Center and Aquarium and interacts with the Senior Director of Education.

DUTIES:

- Present and teach programs on natural history and environmental topics for ages 3 and up.
- Develop public program curriculum for adults and children at the Nature Center and Aquarium.
- Responsible for all aspects of birthday parties at the Center (registration, scheduling, leading, etc.)
- Work with education animals as used in programming including reptiles, arthropods, raptors and marine invertebrates.
- Works with and directs education volunteers, Community Service volunteers and interns.
- Serve as a representative of and a liaison for, the Society within the education community, members and visitors.
- Remain in communication with Center Director regarding programming and any issues that may arise.
- Remain informed about current natural history and environmental issues.
- Maintain props, specimens and resource materials.
- Assist with special events.
- Maintain a professional appearance and attitude.
- Other duties as directed by supervisor.

Knowledge/Skills:

- Bachelor's degree in one of the natural sciences or education.
- Experience working with children.
- Skilled in curriculum development for both children and adults.
- Excellent communication and public speaking skills.
- Must be self-motivated and able to work on projects independently.
- Available to work nights, weekends and some holidays.
- Solid knowledge of MS Office or similar software. Ability to use advanced functions, including navigating the Internet and e-mail.
- Proven organizational and administrative skills, able to use office equipment and attend to detail.
- Must be responsible, dependable, and work well with others.

Working Conditions/Physical Effort:

- Work at the Audubon Society of RI Nature Center and Aquarium 23 hours per week. Weekly schedule may be flexible based on project needs. Must be available Saturdays as well as occasional evenings.
- Work environment requires ability and willingness to work outdoors; may involve infrequent exposure to disagreeable elements.
- Some physical exertion and/or strain; must be able and willing to lift 35 pounds and work with animals.

TO APPLY:

Please send cover letter and résumé electronically by July 6, 2018 to:

Anne M. DiMonti, Director
Audubon Society of Rhode Island Nature Center and Aquarium
1401 Hope Street, Bristol, RI 02809
adimonti@asri.org

Audubon Society of Rhode Island is an Equal Opportunity Employer