



JOB DESCRIPTION

Environmental Education Specialist

The Environmental Education Specialist is a full-time position responsible for the execution of animal programming on and off site. Key duties include leading the preschool program, executing general programming and aiding in day to day operations.

GENERAL RESPONSIBILITIES

Preschool:

- Develops and leads current preschool programming both on and off site and evaluates current program relevance
- Lead planning and implantation of summer nature camps for preschool aged children
- Communicates with clients to schedule and book preschool programs
- Communicates with OBS grant writer for preschool related grants
- Trains and oversees support staff and volunteers involved in programming

General Programming

- Presents educational programs utilizing live animals both on and off site; including field trips, tours and bird of prey presentations
- Help plan and execute special events on site including Fall Family Festival, Christmas for the Birds and Mohican Wildlife Weekend
- Communicates with Curator of Animals for selection of animals

Operations:

- Coordinates public events in conjunction with Director of Operations and Program Coordinator.
- Communicates with OBS Grant Writer.
- May be called upon to assist with animal care tasks such as cleaning, crating, and feeding.
- Assist the Curator of Animals with selection and training of avian ambassadors.

Daily Tasks

- Help with daily tasks such as:
 - Cleaning cages
 - Feeding animals
 - Opening and closing the Sanctuary

- Maintaining facilities
- Interacting with the public when necessary, including telephone calls and general public questions on site

Organization Mission: Works with Executive Director to ensure that the mission is fulfilled through programs and community outreach.

- Responsible for implementation of the Ohio Bird Sanctuary's preschool programs that carry out the organization's mission.
- Responsible for the enhancement of the Ohio Bird Sanctuary's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Reports to and works closely with the Education Team Lead and Program Coordinator.

Professional Qualifications Needed

- Strong public speaking ability.
- A Bachelor's degree with experience teaching/ leading children.
- Strong leadership abilities and integrity.
- Experience and skill in working with children through senior citizens. Current BCI & FBI Background checks.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
- Demonstrated ability to oversee support staff and volunteers.
- Strong written and oral communication skills.
- Strong work ethic with a high degree of energy.

Compensation Overview

- Schedule: 40 hours/week (regularly: Monday, Tuesday, Thursday, Friday each week with 1-2 Saturdays/month as needed for programs)
- Salary: \$32,000/year
- Full Time Employees are eligible for 5 paid holidays, 10 paid vacation days (not to be used in the first 90 days) and 5 paid sick days.