

Rochester Museum & Science Center
JOB DESCRIPTION

Job Title:	Forest School Leader
Department:	Cumming Nature Center
Direct Supervisor/Manager's Title:	Director, Cumming Nature Center
FLSA Status:	Non-Exempt
Grade:	S5
Full-time/Part-time:	Part Time on Thursdays & Fridays (12-18 hours per week) with some week long possibilities
Date Prepared/Revised:	4/15/18

I. JOB SUMMARY

Forest School Leaders work as a team to provide an emotionally supportive, physically safe outdoor educational environment. The ideal candidate has a combination of significant experience in outdoor and youth education.

Forest School Leaders must:

- Respect and value a child's experience and perspective
- Patiently and positively reinforce forest school values and principles
- Prepare and deliver creative, purposeful and productive activities for children
- Be consistently flexible and responsive, both to nature and the needs of our students
- Identify and appropriately respond to diverse learning styles
- Promote positive behavioral management through an emotionally supportive environment
- Be able to spontaneously burst into song

The ideal candidate will provide the spark that ignites a lifelong passion and love for the natural world among forest school students. The Forest School Instructor will be integral in building community among the learners and educators, and work to foster innovative and creative thinking that will better prepare students to face the challenge of solving their communities' and the world's future problems.

The Forest School Educator must be a great communicator, easily interact with individuals and groups, and capable of organizing and facilitating long-range projects. The candidate must have a positive attitude, an unassailable work ethic and cheerfully embrace teaching in all weather conditions.

The Education Program Specialist works closely with the director to achieve desired outcomes.

II. DUTIES

Coordination, implementation, and evaluation of forest school curriculum.
Forest School site preparation and maintenance.

III. JOB DIMENSIONS

As a part of the Forest School Leadership Team, you will be:
Responsible for coordinating, implementing, and managing logistics for weekly forest school.
Responsible for educational programming development.
Responsible for ensuring a physical environment that contributes to a positive student experience.
Responsible for leading students in the outdoors, in all weather conditions and on uneven terrain.
First Aid as necessary.

IV. SUPERVISORY RESPONSIBILITIES

Requires active participation in the Forest School leadership team
Responsible for managing expectations of forest school students.
Responsible for seeing that students and peer leaders are adequately prepared for the experience.

V. FUNCTIONAL REQUIREMENTS

Technology, Equipment, Tools:

Ability to utilize Microsoft Office products and company email.
Ability to use business machines such as personal computer, printer, calculator, copy machine, facsimile, and phone.
Ability to generate and contribute to organizational social media platforms
Ability to use a variety of hand/shop tools, equipment and outdoor maintenance equipment.
Must have a satisfactory driving record, possess a current, legal New York State driver's license and adequate personal automobile insurance.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence and memos.
Ability to write simple correspondences.
Ability to effectively present information in one-on-one and small group situations.
Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
Ability to write routine reports and correspondence.
Ability to speak effectively with groups of individuals (internal and/or external).

Mathematical Skills:

Ability to count, add, subtract, multiply and divide using whole numbers.

Reasoning Ability:

Ability to solve practical problems/troubleshoot and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Ability to exercise judgment and make decisions within standard practice.

Physical Activity:

Walking. While performing the duties of this job, the employee is regularly required to walk; stand; bend; climb; to use hands to handle or feel objects or hand tools; reach with hands and arms; stoop; kneel; and crouch. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required include close vision, depth perception and ability to adjust focus.

Work Environment:

While performing the duties of this job, the noise level in the work environment is a little noisy because you are working with kids. The employee works almost entirely in outdoor conditions.

VI. QUALIFICATIONS

Education/Experience Requirements:

2+ years Environmental Education teaching experience
NOLS, Outward Bound or equivalent a plus

Skills/Competencies Requirements:

Lesson Plan/Curriculum development
First Aid/CPR is a plus
Use of Paddles on Defibrillators

VII. APPROVALS

Department Manager/Director

Date: _____

Department Vice President

Date: _____

Human Resources

Date: _____

This job description reflects management’s assignment of essential functions and does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.