JOB POSTING

Job Title: Outdoor Education Field Instructor
Department: Cumming Nature Center
Direct Supervisor: Director, Cumming Nature Center
FLSA Status: Non-Exempt
Full-time/Part-time: Part Time (14-21 Hours per week)
Salary: $14.00 – 17.00 per hour
Date Prepared/Revised: June 2021

I. JOB SUMMARY
The primary goal of the Outdoor Education Field Instructor is to ensure the highest possible quality programs that are both physically and emotionally safe for all students. The ideal candidate will be the spark that ignites a lifelong passion and love for the natural world for any age group. Field Instructors are 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 Field Instructor must be: a great communicator on environmental topics, easily interact with individuals and groups of people, and able to design and follow lesson plans. The Field Instructor has a positive attitude, an unassailable work ethic, and cheerfully embraces teaching in all weather conditions. This role will have work opportunities through the entire year and would work with such programs as Forest School, Summer Camps, Public School Programs, Birthday Parties, Walden Project-NY, among other things.

The Field Instructor works closely with all members of the Cumming Nature Center team to achieve the desired outcomes. This position will also support the daily functions of the nature center including reception, logistics, and program related maintenance.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

II. RMSC CORE VALUES
- Supports the RMSC Core Values of Community, Innovation, Excellence, Lifelong Learning and Integrity

III. ESSENTIAL DUTIES AND RESPONSIBILITIES
- Field Instruction
- Logistics related to education programming
- Front Desk Operation as necessary
- Other duties as assigned

IV. COMPETENCIES
Informational/Technical:
Appropriate use of radios, internet, intranet, email (GSuite), payroll system, phone system, and computer systems.
Communication:
Ability to communicate effectively, politely, professionally, and comfortably with children, all guests and staff.

Decision Making and Reasoning Ability:
Must be dependable, organized, and able to adapt to changing demands and environments; the ability to apply common sense and understanding to carry out instructions delivered in written or verbal form. Ability to maintain confidentiality. Ability to respond to, assess and take appropriate action during emergency situations.

Time Management:
Ability to set priorities and to meet established deadlines without direct supervision. Ability to effectively transition between multiple duties. Ability to take initiative and identify projects in need of completion.

V. QUALIFICATIONS
High School diploma or equivalent and a minimum of two years of demonstrated success in an environmental education teaching position required. Associate's degree and experience with museums or environmental education is preferred. NOLS Outward Bound or equivalent experience a plus. CPR and first aid certification preferred or a willingness to become certified.

VI. PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to support individuals with disabilities.

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

VII. WORK ENVIRONMENT
While performing the duties of the job, the noise level in the work environment is variable and can be elevated at times. The majority of work is performed outdoors in any/all weather conditions.

Please submit your resume & cover letter to: Sue MacDonald, Director of Human Resources at smacdonald@rmsc.org

Deadline to apply: 8-27-2021

Due to the high volume of resumes we receive, no phone calls please.

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.

RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.