

**WILL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

TITLE: Environmental Education Naturalist Teaching Fellow
DIVISION: Public Affairs and Education **LOCATION: Will County, IL**
DATE: February 20, 2015 **STATUS: Contracted**

BASIC FUNCTION

Develop, organize, and present educational and recreational programs, activities, exhibits, and special events. Perform visitor services and interpret both the natural and cultural history of the area at each of the District's interpretive facilities and throughout District preserves in order to best serve the public. This position is funded for eleven months. On-site housing is provided.

ORGANIZATIONAL RELATIONSHIPS

Reports to:
Environmental Education Supervisor for program administration and housing supervision
Facility Coordinator for day to day supervision

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Present natural history, cultural history, and environmental education programs designed for students grades K-12, at Forest Preserve sites and in Will County schools.
2. Present public interpretive and recreational programs covering a wide range of interests throughout the District.
3. Research and write interpretive articles and announcements for District publications or programs.
4. Work with District staff to plan and implement special events.
5. Complete assignments and reading related to interpretive skill development.
6. Select, develop, and complete a fellowship term project.
7. Complete short-term assignments for the growth of District Environmental Education Programs.
8. Provide on-site security measures as needed.

SKILLS, REQUIREMENTS AND TRAINING

Education: B.A., B.S., M.A. or M.S. Degree
Degree preferences include education, interpretation, biology, history, natural sciences, or related field.

Requirements:

- Live on-site at provided residence in a potential co-ed living environment.
- Experience working with children in a teaching capacity.
- High level of self-motivation and enthusiasm; an eagerness and willingness to learn.
- Working knowledge of basic computer skills such as Microsoft Outlook, Excel, and Word.
- Comfort in non-motorized watercrafts. Capable of entering, maneuvering, and exiting canoe/kayak.
- Ability to work outside on a regular basis in a variety of weather conditions.
- Reliable means of transportation.
- Willingness to commute to various sites and facilities throughout the county.
- Ability to work a 48 week term, based on a 40-hour work week including weekday, evenings, and weekends.

Certifications:

- Valid driver's license.
- CPR and basic First Aid certification - The District will provide training if the applicant does not have current certification.

WORKING ENVIRONMENT AND CONDITIONS

Work environment described here are representative of those that must be met by this position to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travel within Will County required.
- Weekday, Evening and Weekend work shifts required.
- Program equipment requires a significant degree of physical strength including moving canoes and kayaks.
- Frequent field work in varied terrain requiring moderate to strenuous hiking, sometimes in inclement weather.

TERM CONTRACT RATE

Comparable Employee Grade: 14
\$1,320.00/month stipend for a 48 week term, plus housing.