



## Position Description for the **NATURE AND ARTS EDUCATOR**

Ned Smith Center for Nature and Art

Revised and Updated February 24, 2022

**Mission statement:** to honor the legacy of Ned Smith by merging the arts and natural world through education, exhibition, and experiences.

### **Summary Description:**

The Nature and Arts Educator (NAE) reports to the Director of Educational Programming (DoE) and works collectively with the staff to accomplish the Center's work and provide services to the Center's constituents. The NAE is responsible for working under the supervision of the DoE to maintain and develop the on-going education programs at the Center. Duties include but are not limited to: aiding the DoE in implementing the existing educational programs, developing and implementing new educational programs for groups of all ages; aiding in the organization and completion of annual outreach events; record keeping as requested for all events and activities including attendance statistics, expenses and revenues; and working with the Center's visitors, members, and donors. The NAE shall provide staff support to various committees and assist in all-staff events.

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### **Reports To:**

The Director of Educational Programming (DoE) supervises and evaluates the work performed and mutually develops annual goals and objectives. The DoE reports said evaluation to the Executive Director.

### **Direct Supervision:**

- Volunteers and Interns for educational programming activities as prescribed by the Executive Director or Director of Educational Programming.

### **Functional Responsibilities:** (under supervision of DoE and direction of the Executive Director)

#### **Programs – 65%**

1. Develop and implement virtual and in-person education programs focusing on the arts and natural world for groups of all ages at the Center and off-site (in schools or organizations' location)
2. Assist in the organization and implementation of annual public outreach events both on- and off-site.
3. Assist in developing ideas for and scheduling leaders for "Discovery Series". Attend Discovery Series events and assist with programs as coordinated with the DoE.
4. Assist in development, scheduling, and execution of the Summer Camp Programs.
5. Assist other staff in organizing booths at off-site festivals, shows and programs offering information on the educational programs and other features of the Center.
6. Work within program budgets.



### **Committee Support – 10%**

1. Share duties with the DoE, serving on the Education Committee, the Festival Committee and Lands & Trails Committee (this includes assisting in the maintenance of the grounds, gardens and trails).
2. Provide administrative support to committee chairs as assigned by Executive Director.

### **Public Relations and Membership – 5%**

1. Every employee is responsible for being the “Face of the Ned Smith Center” at all times.
2. Coordinate with staff and volunteers to welcome visitors to the Center and provide information requested.
3. Represent the Center at festivals, shows and programs in a pleasant and professional manner.
4. Assist DoE in archiving articles, brochures, and photographs to maintain a history of education programs/events.
5. Program and Marketing Coordinator in updating and creating brochures, social media posts, and Drumming Log articles.
6. Assist Grants Coordinator in collecting and developing statistics on education programs for fundraising purposes.

### **Volunteers – 10%**

1. Assist E.C. in coordinating projects and training for volunteers (trash hikes, gardening, staffing show booths, running festival booths, etc).
2. Organize materials needed for volunteer projects.

### **Education / Professional Development– 5%**

1. Attend natural science and environmental education conferences, professional development opportunities, and workshops that the ED or DoE believes to be valuable to this position.
2. Develop an intimate knowledge of the history of Ned Smith, the Center, NSCNA lands, and the flora and fauna of the property.

### **Other Duties and Projects as needed – 5%**

1. Assist the Executive Director and Board of Directors as requested.
2. Assist DoE in keeping program files and records in an orderly fashion so information is readily accessible.
3. As directed by the Executive Director and DoE, work with the Director of Finance to maintain information for reports on expenses and revenues for all programs
4. Assist the Director of Finance in collecting information, including program expenses and revenue, required for reports on Education.
5. Follow the Center’s policies and procedures.
6. Work on specific projects and other duties as requested by the ED or DoE.



### **Qualifications:**

- Bachelor's degree in education, wildlife, biology, environmental science, fine arts, or a related field
- Available full-time (40 hours per week), including some weekends and evenings as directed by the ED and DoE
- This position requires full participation in summer camps, running from June to August
- Must have experience leading and interacting with groups of children and/or adults in classroom or instructional environments
- Interest and basic knowledge in various fields of nature, including native plant and animal species
- Interest in some form of "the arts" or the willingness to learn about various art forms and concepts
- Knowledge of Pennsylvania State Education Standards preferred
- Confidence and comports speaking to large groups, both children and adults
- Comfortable working with animal specimen and live animals including insects, reptiles, and amphibians
- A valid driver's license is required
- Employment is contingent upon passing and maintaining PA and federal background checks
- Intermediate knowledge of basic Microsoft Office and other software programs including, Google Docs and Gmail

### Physical demands:

- Must have stamina to provide multiple, concurrent hours of interaction with staff, students, and volunteers, both indoor and outdoors as well as negotiate rugged terrain for extended periods of time
- Ability to work outdoors in varied weather and year-round conditions
- Ability to lift up to 60lbs

### **Details of Employment:**

- Hours: This is a full-time (40 hours/week), year-round position. Some weekend and evenings required
- Benefits: Starting at 15 personal days; paid holidays; medical, dental, and vision plans; Simple IRA

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### **To Apply:**

Please submit a cover letter and resume to:

Emily Rosmus

Director of Educational Programming

[erosmus@nedsmithcenter.org](mailto:erosmus@nedsmithcenter.org)