



Community Education & Garden Specialist

(Bilingual-Spanish speaking required)

Salary range: \$39,000-\$45,000 in addition to a competitive benefits package.

Scope of work: **The Education & Garden Specialist** lends guidance and hands on work effort to the land, water, urban greening, education and conservation outreach programs of Berks Nature. Primary responsibilities are coordinating with education team and delivering education programming in the city of Reading and county-wide, including building relationships with local schools, colleges and universities to develop a volunteer instructor base and customers for our programs. Management of our urban gardens along with gardener outreach is included. Provides grant management and grant writing as well as assists on any Berks Nature project where needed. This position investigates and makes recommendations on Berks Nature's involvement in education initiatives and conservation programs and projects including budget recommendations, implementation, grant application preparation and management.

Requires a genuine interest in and experience with the out-of-doors, conservation and science knowledge, proven project management, good writing skills, exemplary interpersonal skills and a genuine appreciation in working with diverse audiences. Gardening experience and knowledge is not required.

Reports to: *President*

Works closely with: *Education & Watershed Specialist*

Specific duties include but are not limited to:

- Act as a strong environmental role model for ages 2 – adult while leading school groups in hands-on classes and field trips.
- Lead outreach efforts in the City of Reading neighborhoods and community. Build relationships with neighborhood representatives and create community informed programming for that audience.
- Enthusiastic leadership of community programs (urban greening, educational outreach events) both on and off-site.
- Design and host field trips and other educational programming. Secure volunteer instructors when necessary.
- Assist with summer camp development and implementation.
- Develop and deliver environmental programs that are appropriate for the age and ability of the audience and utilizes the natural environment Includes: Writing lesson plans that meet outcomes and the abilities of the audiences and encompass environmental studies with topics such as geology and soils, plant adaptations, wildlife habitat, basic astronomy, water studies, animal science, and natural history; Implementing and evaluating a variety of age and ability appropriate activities in the above stated environmental areas.
- Participate in any necessary training and assist in the management and care of the physical facilities and equipment in the gardens or environmental program area.

- Work with gardeners in an urban setting to manage, maintain and support the Berks Nature's community garden program.
- Work with necessary partners including (but not limited to) the City of Reading, Berks Nature donors/sponsors, neighborhood organizations, City Council, landowners, Master Gardeners, Berks County Cooperative Extension, and local neighborhood organizations to create new and or support existing local community gardens,
- Maintain existing gardens and work to create new gardens annually,
- Handle garden plots leases with individual gardeners, distribute written garden rules etc., dispense and collect garden keys at the beginning and end of growing season,
- Manage garden budgets and work within existing funds,
- Recruit and oversee volunteer garden managers,
- Develop when/where necessary educational programs and activities utilizing the gardens,
- Other duties as assigned.

Qualifications (Minimum qualifications and experience)

Required Qualifications:

Act 33 (child abuse), 34 (criminal history), 151 and 114 (FBI background) clearances or ability to obtain them.

Knowledge of Pennsylvania flora and fauna.

CPR & First Aid certification or ability to obtain them.

Reliable transportation.

Ability to hike over uneven/steep terrain with materials.

Bilingual, Spanish speaking.

Experience Preferred but Not Required:

Degree in Education, Science or other environmental related area highly preferred.

Hands-on experience with multiple age groups ranging from Preschool through Adults.

Previous teaching experience in the science or environmental field.

Summer Day camp experience (for summer season).

Ability to organize, recruit and work with volunteers and volunteer organizations.

Garden experience.

Hours: Full-Time (40 hours+ per week). May require a Tuesday – Saturday schedule and/or evenings and weekends.

Knowledge Skills and Abilities:

Training and experience in teaching nature or environmental studies to children.

Desire and ability to work with children and adults outdoors in varied conditions.

Knowledge of natural history, biology, ecology, and related fields.

Knowledge of watershed science.

Experience with care and maintenance of natural displays and exhibits.

Strong writing skills.

Grantsmanship and grant management.

Excellent organizational skills.

Ability to communicate well and regularly with our team.

Physical Aspects of the Position:

Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to students, attendees, and staff.

Ability to observe student behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

Physical ability to respond appropriately to situations requiring first aid. Must be able to assist clients in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of students and program attendees.

Physical ability to garden, mulch, weed etc.

Some physical requirements of an environmental position could be endurance including standing, walking or hiking, some bending, stooping, and stretching. Verbal communication to groups of students in an outdoor setting. Requires eye-hand coordination and manual dexterity to set up equipment and assist students. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate activities/programs.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. The successful candidate of this position should be comfortable with working around children/families that visit our nature center. State and federal clearances will be required and adhering to Berks Nature's COVID policies is mandatory.

A successful applicant will have:

- General education or science degree and/or related experience
- Ability to multitask and work independently
- Ability to be entrepreneurial, analytical and solution-oriented
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel)
- Strong written and oral communication skills
- Ability to speak Spanish fluently

To apply, please submit cover letter, resume and salary requirement to Kim Murphy, President at kim.murphy@berksnature.org.

Berks Nature is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the interviewer.

Just like it takes a diversity of species to make our natural environment thrive, Berks Nature recognizes that having a culture of inclusion where all individuals feel respected and are treated fairly will bring us a power of talent to do our work and engage others in the love for and protection of nature. Accordingly, it is Berks Nature's goal to be intentional and inclusive in the involvement, engagement, and empowerment of all groups of people within our community to help Berks Nature achieve its mission. Berks Nature will take the broadest possible view of diversity in order to attract, develop, engage and retain people from all walks of life and backgrounds in our work. Berks Nature endeavors to not see any species become extinct. So to, we desire not to neglect or exclude any audience from our work.

Staff/jobdescription/2021 Environmental Education & Garden Specialist