



The Organization

Tenafly Nature Center is an independent non-profit member-supported nonprofit organization whose mission is to steward a nearly 400 wooded acre nature preserve for the purposes of conservation, education, recreation, and community engagement. Located in Tenafly, NJ, five miles north of the George Washington Bridge the property contains a deciduous forest with over seven miles of trails, wetlands, and a 3-acre pond. TNC is the largest privately-run nature center in Bergen County. TNC Educators are responsible for teaching our increasing demand of programs both on and off site throughout the year. Curriculum is hands-on and geared toward helping children and adults to develop awareness, appreciation and stewardship for the natural world.

The Position

Reports to, and work closely with, Forest School Director with all aspects of the Forest School September-mid June (Monday–Friday; 9:00 am-5:00 pm). The Forest School Educator is an enthusiastic and compassionate individual who has a passion for the outdoors and early-childhood education. They serve as a co-teacher to the Forest School Director and other Forest School Educators, creating opportunities for children 3.5-6 y.o. to engage in play-based experiences in the outdoors. The Forest School mission is to inspire a lifelong connection to nature through child-centered learning experiences in the outdoors. For more information on our philosophy, visit:

TenaflyNC.org/forest-school

During school breaks and the summer they assist the Camp Director with all aspects of the summer camp program and other summer education department needs (mid-June-Labor Day week). They are responsible for implementing and helping to develop a dynamic, high quality environmental education summer camp curriculum on-site, for 10 weeks between the end of June and Labor Day (Monday –Friday; 8:00 am to 4:00 pm) for a variety of age levels. Curriculum is hands-on and geared toward helping children and adults to develop awareness, appreciation and stewardship for the natural world.

Duties & Responsibilities

- Partnering with the Forest School director to create a safe and supportive atmosphere grounded in anti-bias education principles, developing a strong school community focused on a mutual love of nature.
 - Developing and supporting an emergent curriculum based on student interest through nature exploration and experimentation.
 - Modeling preparedness to students and families while working outdoors in variable weather conditions and terrain.
 - Maintaining an outdoor classroom and ancillary spaces, including program materials.
 - Creating daily parent communication postings to Seesaw, our sharing platform.
- Helping to develop and teach outdoor activities for different age groups for 10 week-long day camp sessions for students ranging in age from 4-14. This includes all aspects of programming on and off site, including set up, supervision, clean up, inventory, evaluation, and follow up.
 - Assist Camp Director with program logistics and preparation, including program promotion, registration, pre-visit communication, development of props and materials, classroom maintenance, and curriculum development.
 - Prepare and maintain camp program curriculum materials.
 - Conduct off-site activities as appropriate.
 - Complete post-camp evaluation, report, inventory and clean-up.

- Create and maintain a safe, fun, learning atmosphere for children while projecting a knowledgeable & confident image to parents and teachers.
- Providing or assisting with first aid and emergency care as needed.
- Work with other staff to supervise and provide support to both indoor and outdoor volunteers, as needed (ex. CIT's).
- Support education team in keeping meticulous records for the education department, so the information and organized records can be used as attendance sheets, seasonal use, budgeting, the annual audit, and archived records.
- Articulating organization mission and projecting a helpful and positive attitude when interacting with the public, including TNC members, teachers, and group leaders in person & on the phone.
- Greet and engage visitors; articulate TNC's mission and project a helpful and positive attitude when interacting with the public, including TNC members, parents, teachers, and group leaders in person & on the phone.
- Answering phones, as needed, and answer questions about programs including TNC's scheduled presentations, camps, lectures, hikes; field natural history questions from the public, and direct questions to appropriate experts.
- Help coordinate and perform seasonal outdoor grounds and facilities maintenance and, with volunteers and other staff, in order to maintain safe, clean and inviting conditions (ex. recycling, leaf removal etc.)
- Maintain positive working relationships with other staff, volunteers and TNC board members.
- Prepare for and participate in staff training and meetings.

Qualifications

- Bachelor's degree in natural science, environmental education, early childhood education or related field. At least 2 years' experience in environmental education, outdoor education or early childhood education.
- Knowledge of and passion for the natural world.
- Empathetic, personable, patient, and flexible when working with children and adults.
- Willingness to work 95% outdoors in variable weather conditions and across variable terrain. Indoor time is rare!
- Comfortable handling or learning to handle reptiles, mammals, and invertebrates (training provided).
- Ability to work both independently and on a team with minimal supervision.
- Ability to communicate effectively and interact well on the phone and in writing.
- Ability to manage multiple tasks simultaneously.
- Ability to walk all the major trails of TNC and climb one flight of stairs and lift and move up to 50 lbs.
- Mastery of Microsoft Office and common office equipment. Able to learn new computer programs. E-mail and internet access required.
- Criminal History background checks will be required, consistent with all applicable laws.
- Currently be eligible to work in the USA.
- Valid Driver's license and personal transportation.
- Must be fully vaccinated for Covid-19 by start date (Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law).
- Current first aid/CPR certification or ability to obtain certification.

The attitudes and personal characteristics demonstrated in all educator positions are

1. Enthusiasm, patience, understanding, flexibility, and energy for working with children and adults.
2. Projecting a positive and professional image.
3. Self-motivated, detailed-oriented with the ability to work both independently and as part of a team.
4. Ability to multi-task and make decisions requiring good judgment in the absence of specific directions.

Time Commitment

The Forest School/Camp Educator position is a year-round, full-time, nonexempt position. Consisting of a total of 40 hours, typically consisting of 5 workdays of 7.5 hours with a half-hour lunch. Regular availability needed between the hours of 9:00 am – 5:00 pm Monday-Friday during the school year, and 8:00 am – 4:00 pm during camp sessions.

Expected Start Date

September 2022

Salary Range

\$34,000-\$44,000 annually with benefits.

Benefits

TNC offers full-time employees health, dental, vision, and life insurance; 403(b) retirement programs and match; Professional development assistance available. Vacation, personal, sick and compensatory time.

Tenaflly Nature Center is committed to building a staff that is reflective of the incredible diversity of our communities and of the students we serve. Because we are committed to increasing the diversity of our workplace, people of color, women and individuals from diverse backgrounds are encouraged to apply. TNC is an Equal Opportunity Employer.

Send cover letter, resume, and three professional references to the Forest School Director, Amanda Schuster: aschuster@TenafllyNC.org. **No calls please.**