

Assistant Conservation Education Instructor

Wonders of Wildlife
JOB DESCRIPTION
DEPARTMENT: Education

LAST REVISION DATE 05-15-17

SUPERVISOR: Director of Conservation Programs

Title: Assistant Conservation Education Instructor FLSA STATUS: Non Exempt (Seasonal)

POSITION PURPOSE: Under the leadership of the Director of Conservation Programs with assistance from the Conservation Education Instructors, this position is responsible for the development and delivery of educational programs; including outreach, classroom, outdoor skills, guest engagement and community based programs.

ESSENTIAL FUNCTIONS:

- Develop, coordinate and present a variety of education programs and workshops for WOLF School, school groups, scout groups and other civic and community groups.
- Coordinate and conduct age-appropriate interpretive presentations, both on-site and off-site.
- Assist in development of thematic education materials for teachers that align with the grade and course level expectations as outlined by the Missouri Department of Education.
- Provide training and guidance to Museum volunteers and staff in education-related activities.
- Assist in special events and develop specific education materials and activities that relate to the event.
- Provide input for interpretive exhibits and experiences for education facility and field activities.
- Oversee & implement educational activities for banquets including childcare, animal encounters and programs as requested.
- Develop and lead environmental and conservation education community activities.
- Develop and maintain strong relationships with conservation organizations and partners for education and outreach opportunities.
- Handle a variety of small mammals, birds, reptiles, amphibians and insects for educational programs.
- Conduct interpretive workshops at the annual WOW Outdoor Recreation and Conservation Schools.
- Perform other duties as directed by the Dept. of Conservation Programs leadership.

Knowledge –High school diploma required, college course work preferred (education, conservation or biological sciences). At least 1 years experience in developing and delivering conservation or biological science based programs for children and adults; excellent public speaking and written communication skills. Working knowledge of Microsoft Office programs and other office equipment.

Environmental - Requires capability of performing essential job functions in a classroom or office environment with climate control and good lighting. Also requires some work outside in various environmental conditions.

Manual Dexterity – Requires ability to operate telephones, facsimile machines, computers, and other general office equipment, to record written information and maintain files. Must also be able to handle live species.

Audible - Requires the ability to communicate verbally with employees, volunteers, guests and technical professionals in person and via telephone.

Visual - Requires the ability to operate office equipment including computers and to read written instructions, and other documentation. Must be able to lead classroom programs including crafts; transport and display live species.

The above description is intended to describe the general content, identify the essential job functions, and set forth the requirements for the performance of this job. It is not to be construed as an exhaustive statement of job functions or requirements.