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| Position Title: | Environmental Educator | Service Category: | CORE Susquehanna AmeriCorps |
| Service Site: | Buttonwood Nature Center, Inc. | Date Submitted: | 12/11/24 |
| Site Address: | 10356 Amsterdam Road, Waynesboro, PA 17268 | Travel Required: | No |
| Compensation: | Living Stipend - \$10,000 Education Award - \$3,697.50 | Service Term: | February 17 – August 2, 2025 |
| Host Site Supervisor: | Shawna Staup | Email: | Shawna@buttonwoodnaturecenter.org |
| Phone: | 717-762-0373 | Posting URL: | www.coreamericorps.org |
| Applications Accepted By: | | Person and phone to contact for interview if different from supervisor: | |
| Email Julia Edick CORE Susquehanna AmeriCorps Program Director jedick@union-snydercaa.org | | | |
| Member Position Summary | | | |
| <p><i>The Mission of CORE Susquehanna is to serve community needs through member service in areas of Healthy Futures, Education, Volunteer Management and Community Service Projects.</i></p> <p><i>In addition to the member position summary and duties, ALL AmeriCorps members are required to participate in CORE AmeriCorps Group Activities. AmeriCorps members may not participate in any activities included in the Prohibited Activities as listed in the 'Partner Site and Member Agreements'.</i></p> | | | |
| <p>Buttonwood Nature Center is seeking AmeriCorps Members to serve as Environmental Educators to serve a 900-hour term beginning in February. AmeriCorps involves young adults and adults in a term of service targeted toward important social outcomes. The service member will be responsible for completing 900 hours assisting the Environmental Education team by providing environmental and cultural outreach and education to people of all ages in the Cumberland Valley region.</p> <p>The mission of Buttonwood Nature Center is to guide the people of the Cumberland Valley region to become stewards of their natural and cultural worlds. We do this by providing experiential learning opportunities in authentic settings for people of all ages. We provide curriculum based environmental & cultural programs for school groups in the Cumberland Valley region, providing approximately 8,000 student visits. Our community learning series engages people of all ages with a speaker series, field excursions, and workshops.</p> | | | |
| Essential Functions/Duties and/or required training | | | |
| <ol style="list-style-type: none"> a. Participate fully in all training provided by AmeriCorps and Buttonwood Nature Center. Actively and positively contribute to AmeriCorps and BNC meetings b. Contribute to a safe, friendly and inclusive working and learning environment c. Collaborate with the rest of the education team and volunteers to plan and prepare for upcoming education programs, including preparing the supplies and spaces needed for activities d. Clean up all spaces and clean/restock/repair equipment after use. Store all cleaned and organized items in appropriate locations e. Keep accurate records of attendance f. Plan, prepare, and implement education programs for people of all ages, including but not limited to the following: <ol style="list-style-type: none"> i. School Programs: K-12 scripted programs, focusing on curriculum driven environmental and cultural experiences for K- 7th grade and AP Environmental Science/Watershed. | | | |

- ii. **Summer Camps and Programs:** Nature Day Camps, Discovery camps, several weeks of Monday-Friday K- 6th grade environmental and cultural full day Summer Camp programs, and other summer programming.
- iii. **Year-Round Programs:** Interpretive environmental programs such as Wee Wonders, Explore! and other programs designed for audiences of all ages.
- iv. **Community Learning Programs:** Public and private interpretive programs and workshops focused around environmental and cultural topics for all ages.
- g. Create two new community learning programs as a legacy project for Buttonwood Nature Center
- h. Conduct required program self-evaluations.
- i. Create and disperse needed community outreach materials under the guidance of Buttonwood Nature Center’s Public Relations Director.
- j. Arrange for personal transportation to a variety of local program sites in the Cumberland Valley region. Educators will also be responsible for transporting program supplies.
- k. Communicate with all visitors, program participants, volunteers, colleagues, and partners in a timely, positive, and professional manner.

Prohibited Activities

In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:

- a. Attempting to influence legislation.
- b. Organizing or engaging in protests, petitions, boycotts, or strikes.
- c. Assisting, promoting, or deterring union organizing.
- d. Impairing existing contracts for services or collective bargaining agreements.
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing.
- h. Providing a direct benefit to a business organized for profit, a labor union, a partisan political organization; a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and an organization engaged in the religious activities, unless Corporation assistance is not used to support those religious activities.
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive.
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit.

Minimum Qualifications (Academic, Physical or Experience)

- l. At least 18 years of age
- m. US Citizen
- n. High School Graduate (bachelor’s degree in the environmental, education, scientific, or related field is preferred)
- o. Willingness to perform task indoors and outdoors in the weather conditions
- p. Able to stand for long periods of time, lift at least 25 pounds, stooping, hauling and walking.
- q. Willingness to speak in front of groups of varying sizes.
- r. Working knowledge of science, mostly related to watershed and natural history
- s. Able to serve Monday through Friday 8 am-4 pm, with evening/weekend hours substituted as need not to exceed 37.5 hours per week (900 hours/24 weeks)

- t. Have reliable transportation, a valid license and good driving record. This position requires occasionally driving to local program sites
- u. Interest in community service and commitment to getting things done in your community
- v. Have patience and skills to teach up to 30 children at a time. Prior experience working with children is a plus
- w. Experience with Microsoft office products and other computer skills
- x. Communicate effectively in person, by phone, and in writing
- y. Excellent people skills
- z. Organized, self-starting, highly motivated and creative.

Proposed Weekly Schedule and Required Number of Hours per week.

Half Term Service (Full Time, 37.5 hours/week, 900 hours over 24 weeks, beginning February 17, 2025)

Typical teaching week is Monday-Friday 8:00 a.m. - 4:00 p.m., with evening/weekend hours substituted as needed, not to exceed 37.5 hours per week to equal 900 hours over 24 weeks

Will the member be serving vulnerable populations (children, youth, elderly, disabled)?

Yes No

I understand the expectations and requirements of this position. I understand that this position description is an addendum to the AmeriCorps Member Agreement.

Member Name:

Signature of Member Accepting Position:

Date:

Signature of Site Supervisor:

Date:

Signature of AmeriCorps Staff:

Date: