



Seasonal Environmental Educator - Temporary

JOB DESCRIPTION

City of Saint Paul – Parks & Recreation

Opening Date:	3/6/2017
Closing Date:	3/26/2017
Salary:	\$13/hour
Location:	1100 Hamline Ave N., Saint Paul, MN 55108
Duration:	Late May through August 2017
Hours:	40 hours per week; primarily regular work day hours with occasional weekend and evening hours.

General Duty Statement: The Natural Resources section of Parks and Recreation is seeking an Educator to lead summer youth and family programs in Saint Paul's regional parks. The primary task will be leading the sPARK environmental education program. The Educator will also staff preschool nature programs, nature play meetups, and other programs as needed.

Job Responsibilities

- Lead hands-on, indoor and outdoor environmental education programs
- Maintain positive relationships with sPARK youth and partner site staff
- Prepare program materials
- Transport youth and partner site staff to parks
- Collaborate with partner site staff to ensure smooth program delivery
- Collect evaluations and keep attendance records
- Use age appropriate teaching and group management techniques
- Assist with special projects, programs, and events

Requirements

- Experience leading groups in indoor and outdoor settings (including inclement weather)
- Ability to work well with children, adults and diverse populations
- Knowledge of ecological principles
- Excellent communication and organizational skills
- Ability to work independently and effectively with minimal supervision
- Ability to problem-solve, multi-task and manage projects and time efficiently
- Ability to follow directions, complete assignments, and meet deadlines
- Excellent problem solving skills, flexibility, a positive outlook, and a sense of humor
- Must have a valid Minnesota driver's license
- Must be able to stand for up to an hour
- Must be able to lift up to 50 lbs.

Preferred Qualifications

- Academic training in education, environmental education, environmental studies, or a related field
- Proficiency in a language other than English
- Connection to communities of color in Saint Paul

Training

- Must complete CPR and First Aid training on the job (if not already certified)
- Must complete van driver training on the job

By Closing Date, You Must:

Submit letter of interest, resume, and references via mail or email to:

Saint Paul Parks and Recreation
c/o Faith Krogstad
1100 Hamline Ave N
Saint Paul, MN 55108
faith.krogstad@ci.stpaul.mn.us

If emailing, please include "Seasonal Educator" in the subject line.

SELECTION PROCESS INFORMATION

Temporary: This posting is open to anyone who meets the position requirements. This is a seasonal, temporary position hired to complete short-term assignments. No benefits are available for this position.

The City of Saint Paul is an equal opportunity/affirmative action employer. Veterans, women, persons of color, members of the LGBT community, and individuals with disabilities are strongly encouraged to apply.

Working Title: Seasonal Environmental Educator

Official Title: Parks and Recreation Worker (Class Code: 920010, 31H:15)

An Affirmative Action Equal Opportunity Employer