Environmental Educator

Department: Education

Reports to: Director of Environmental Education

Status: Part-Time Hourly (20 hours/week)

Pay Rate: $18/hour

Work Location: On-site at Lacawac Sanctuary and off-site program locations

Typical Schedule: Approximately 20 hours per week; schedule varies with school programs, camps, public events, and occasional evenings or weekends

Position Summary

The Environmental Educator supports the development and delivery of high-quality, hands-on environmental education experiences for children, families, adults, and community groups. Working with the Education team, this position leads and assists with school field trips, public programs, guided hikes, summer day camps, workshops, and outreach activities that build scientific curiosity, environmental literacy, and stewardship.

The educator adapts inquiry-based learning to different ages and abilities, supports safe and inclusive outdoor experiences, and helps prepare materials, coordinate activities, and evaluate program delivery.

Essential Responsibilities

Environmental Education & Program Delivery

- Lead and assist with engaging school field trips, youth group experiences, public workshops, guided hikes, and family and adult programs.
- Develop and adapt age-appropriate, inquiry-based activities in ecology, conservation, environmental science, and regional natural history.
- Facilitate hands-on outdoor learning that encourages observation, investigation, critical thinking, and responsible environmental stewardship.
- Support summer day camps by delivering activities, preparing supplies, and collaborating with seasonal camp counselors.

Program Coordination & Preparation

- Assist the Director of Environmental Education with program scheduling, group preparation, logistics, and instructional materials.
- Set up and restore learning spaces, maintain program equipment and supplies, and communicate inventory needs.
- Help document participation, program feedback, and outcomes as requested.

Community Engagement & Inclusion

- Represent Lacawac professionally during school visits, community outreach, and public programs.
- Coordinate with communications staff to provide accurate program information for newsletters, event listings, and digital promotion.
- Adapt instruction and activities to welcome participants of varying ages, backgrounds, abilities, and learning needs, including underserved audiences.

Safety, Risk Management & Professional Conduct

- Follow established youth protection, outdoor safety, emergency response, and risk management procedures.
- Inspect program areas and supplies for safety concerns; report incidents and hazards promptly to the Director.
- Maintain first aid readiness and provide dependable, punctual support for scheduled activities.

Qualifications & Requirements

- Bachelor's degree in Environmental Science, Education, Biology, Parks and Recreation, or a related field.
- At least two years of experience in youth programming, summer camps, or non-formal education; K-12 instructional experience preferred.
- Ability to engage and adapt teaching methods for different age groups, class sizes, and learning settings.
- Knowledge of northeastern Pennsylvania ecosystems, flora, fauna, geology, and watersheds.
- Strong communication, teamwork, organization, and independent problem-solving skills.
- Proficiency with Google Workspace, Microsoft Office, email, and willingness to learn additional digital systems.
- Current CPR, First Aid, and AED certification; Wilderness First Aid or Wilderness First Responder preferred.
- Ability to obtain and maintain required Pennsylvania criminal history, child abuse, and FBI clearances.
- Ability to walk and hike on uneven terrain and work outdoors in changing weather conditions, with or without reasonable accommodation.

Decision Rights & Escalation

- Adapt instructional activities and delivery methods to meet participant needs while following approved program objectives and safety procedures.
- Immediately report injuries, unsafe conditions, child protection concerns, or significant program disruptions to the Director and follow established response protocols.
- Refer material program changes, external commitments, purchases, and policy questions to the Director for approval.

Supervisory Scope

This position does not have formal supervisory authority. It works collaboratively with seasonal camp counselors, volunteers, and other education staff and may provide activity-level guidance during programs.

About Lacawac Sanctuary

Lacawac Sanctuary Foundation is a nonprofit ecological field research station, nature preserve, and environmental education center in the Northern Pocono Mountains of northeastern Pennsylvania. Founded in 1966, Lacawac advances research, education, and preservation through hands-on learning, scientific discovery, and access to nature.

Lacawac provides equal employment opportunities and does not discriminate on the basis of legally protected characteristics. Reasonable accommodations are available in accordance with applicable law.