



Over 100 Years of Education, Conservation & Advocacy

# Audubon Society of Rhode Island

## JOB DESCRIPTION

**JOB TITLE: EDUCATION SPECIALIST**

Supervisor: Senior Director of Education  
FLSA Status: Full-time, Exempt  
Date Modified: December 2021

### EQUAL OPPORTUNITY EMPLOYER STATEMENT

*Audubon is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, sexual orientation, gender identity or expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.*

### POSITION SUMMARY:

The Education Specialist is responsible for effectively facilitating Audubon's environmental education programs to a broad spectrum of audiences in a wide variety of settings – classrooms, wildlife refuges, afterschool, libraries, parks, etc. The position is responsible for developing new and maintaining existing programs and program materials. The Education Specialist will be integral in coordinating afterschool programs and assisting with summer camp. The Senior Director of Education supervises the Education Specialist.

As a member of the Audubon staff, the person holding this position is an ambassador for the Society, fostering a commitment to Audubon's mission, values, and culture of philanthropy.

### DUTIES:

- Present and teach engaging, hands-on programs on topics in natural history and environmental science in a wide variety of settings.
- Coordinate Audubon afterschool programs which includes communicating with afterschool providers and other Audubon educators, developing a schedule of programs for each season, invoicing providers and tracking payments, and maintaining teaching materials.
- Assist the Summer Camp Director with facilitating Audubon summer camp, including preparing outlines, organizing materials, training summer camp staff, overseeing the safety of campers, and filling in when camp instructors are absent.
- Develop curriculum for classroom, field explorations, afterschool, and summer camps in collaboration with other Audubon educators.
- Handle and help care for education animals in accordance with established Audubon protocols.
- Assist with the training of Audubon staff in new and current educational programs.
- Maintain and inventory current props, specimens, and resource materials; research and purchase new materials in cooperation with Senior Director of Education.
- Assist with and lead professional development workshops for teachers as needed.

- Assist with overall Audubon Society of Rhode Island events and programs.
- Serve as a representative of, and as a liaison for Audubon within the education community.
- Remain informed about current natural history, environmental issues, and education pedagogy.
- Keep up to date on current educational theories and practices pertaining to environmental and science education.
- Miscellaneous other duties as may be assigned by direct supervisor.

## **QUALIFICATIONS**

### **Required**

- Bachelor's degree in one of the natural sciences or education
- Work experience in an educational setting (classroom experience or informal learning environments)
- Ability to engage diverse audiences and people of all knowledge levels about science topics, and to make scientific information accessible to all learners
- Excellent communication and public speaking skills
- Self-motivation and ability to work on projects independently
- Excellent organizational and time management skills
- Responsible, dependable, team player that works well with others
- Solid knowledge of Microsoft Office suite.

### **Desired**

- Bilingual/Multilingual, Spanish preferred
- Strong social media and writing skills
- Previous experience in afterschool and camp settings.

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

- Ability to teach for extended periods of time, such as multiple outreach programs on a given day or all day summer camp sessions
- Ability and willingness to work outdoors for extended periods in a variety of weather conditions
- Some physical exertion and/or strain; must be able and willing to lift 35 pounds
- Ability and willingness to work with education animals including reptiles, insects and birds
- Requires travel throughout the state and nearby Massachusetts, and must be able to work on occasional evenings, weekends, and holidays