

Job Posting: Environmental Educator Staff Position Available

Job Title: Environmental Educator

Supervisors: Environmental Education Programs Manager, Executive Director.

Classification: Temporary (part time); At-will

Hours: Hourly, part-time (0-24 hours per week), seasonal.

Pay: \$15/hr., not eligible for benefits

To Apply: Please submit cover letter and resume to hr@westcave.org or mail to Westcave Preserve, 24814 Hamilton Pool Road, Round Mountain, TX 78663

Application Deadline: Rolling

A lifetime enjoying and protecting nature!

The mission of Westcave Outdoor Discovery Center is to *inspire people to develop a lifelong practice of protecting and enjoying nature*. We accomplish this through **educational** programs, **collaborative** alliances, and **conservation** of our beautiful 76-acre preserve. We have three pillars of impact:

CONSERVATION

Our 76-acre preserve is one of the most diverse properties in the Texas Hill Country. Located in Southwest Travis County, we are at the center of one of the fastest-growing regions in the country. Protecting this beautiful land, which is home hundreds of plant species, dozens of mammals and to the endangered Golden-cheeked Warbler, attracting birders from all over the world, has become more important than ever.

EDUCATION

While many places offer opportunities for self-led nature activities, Westcave has dedicated staff who partner with schools to teach natural science to thousands of students annually. Students learn complex and essential scientific concepts in the best classroom of all: our 76-acre preserve in Southwest Travis County and our nationally renowned Warren Skaaren Environmental Learning Center.

COLLABORATION

The Children in Nature Collaborative of Austin (CiNCA) is a mighty force for good, catalyzing 60+ member nonprofits, environmental educators, health professionals and community leaders to work together on common goals. Westcave Outdoor Discovery Center has stepped up to lead CiNCA in its efforts to connect children and families to nature, because we believe forming strategic alliances and sharing ideas and resources increases our collective impact.

Additional information on Westcave Outdoor Discovery Center is available at www.westcave.org.

Ours is a complete approach to advocacy. And it presents our complete commitment to nature and conservation for today and the future.

Additional information on Westcave Outdoor Discovery Center is available at www.westcave.org.

Job Summary

You may be assigned to perform a wide variety of jobs at Westcave that support our administrative and education work at the Preserve, and our work as the home of the Children in Nature Collaborative of Austin. This position is perfect for a curious and active person looking to gain a variety of experiences in conservation, education, city planning, and advocacy as they begin the first steps on their environmental career path.

Your Supervisor will be the Environmental Education Programs Manager. You will report to the Environmental Education Programs Manager (for tour and education programming questions) and the Executive Director for general employment related questions, special requests for time away from Westcave, questions to regarding your supervisor, etc., you should email the Executive Director.

Education: As an Environmental Educator, you will support work at our Preserve and various outreach programs in Central Texas. At the Preserve the tours you will lead take visitors on a 1.5 hour hike into the Preserve's magnificent waterfall, grotto and cave that is considered "moderate to strenuous," primarily because of the 126 uneven steps that lead in and out of the canyon. Environmental Educators typically lead up to three tours each day and provide information on the Preserve's natural history, geology and biology. When not leading tours, Environmental Educators support the welcome desk, sell Westcave merchandise, promote Westcave membership registration, interact with a diverse group of volunteers and education staff, clean and maintain Westcave's public restrooms and Environmental Learning Center, as well as other assigned tasks to support the operations of the Preserve. Westcave Preserve is located approximately 45 minutes from downtown Austin in southwest Travis County. Education staff also support the conservation team at times with maintenance of the bird blinds and mowing around parking lot areas. You may also be asked to support the Environmental Education Programs Manager in training volunteers and new staff members. You will work with our CiNCA team and executive staff to coordinate a variety of tasks related to efficient operations and our annual Celebration of Children in Nature fundraising gala.

Position Responsibilities/Duties

- Generally:
 - Support Westcave operations
 - Be able to work independently and as part of a team
 - Articulate and effectively communicate Westcave's mission and values to others;
 - Keep accurate records and submit timesheets reliably
 - Communicate with our team regarding your work progress by responding to emails promptly and attending any required meetings
 - Exercise and apply sound judgment and decision making skills
 - Maintain integrity and confidentiality of data
- Perform other duties as assigned

- Education:
 - Lead tours through Westcave Preserve primarily on Thursdays and Fridays with possible availability on Tuesdays, and other days of the week as needed including weekend days during the school year with an understanding we will require you work some weekends consistently during the summers. During tours you will provide information on the Preserve's natural history, geology and biology
 - Welcome visitors to Westcave, explain the Preserve's programming, providing information about the Warren Skaaren Environmental Learning Center, process visitor information and check guests into our tour reservation system
 - Process monetary transactions for merchandise, donations, and tour sales and properly document those sales for our inventory and records
 - Report on visitor experiences
 - Complete any training required by Westcave
 - Keep Westcave's proprietary information confidential

Qualifications

Minimum

- Bachelor's degree or substantial progress to a bachelor's degree from an accredited college or university in environmental studies, education, natural science, outdoor recreation, or related field
- Reliable transportation
- Demonstrated experience working with groups of children, adults, and families
- Demonstrated interest in conservation, environmental research, health and wellness
- Excellent written and verbal communication skills
- Commitment to Westcave's mission
- Can work independently and remotely
- Skill in operating general computer software programs such as Microsoft Word
- Passion for inspiring a love of nature in others
- Physically able to lead multiple hikes into/out of the Preserve's canyon in a single day and to assist with land and facility maintenance projects
- Flexible schedule with the ability to work some weekends and occasional evenings (ex: CiNCA gala)
- Eager participation as a team member who readily helps others as needed.
- Completion of a sexual misconduct prevention course (available as part of training)
- Criminal background check required

Preferred

- Natural history knowledge preferred
- Preferred bilingual in Spanish, Spanish speakers are highly encouraged to apply
- CPR and First Aid Certification (available as part of training)