



WESTCAVE

OUTDOOR DISCOVERY CENTER

JOB PROFILE SUMMARY

Job Title: Bus Driver/Environmental Educator

Supervisors: Administrative Coordinator/Education Director

Hours: Hourly position, full and part-time opportunities will be considered

To Apply: Please submit cover letter and resume to linda@westcave.org or mail to Westcave Outdoor Discovery Center, 603 W 13th St, Suite 2D, Austin, TX 78701

Application Deadline: Open until filled

Wonder and Joy: it's in our nature!

Westcave Outdoor Discovery Center's mission is to inspire people to develop lifelong practices of valuing and enjoying nature. We connect kids and their families to nature by providing experiences and programs that foster the discovery, exploration, and conservation of the natural world.

At our core, we are advocates for protecting and taking pleasure in nature. Our preserve in southwest Travis County serves as an outdoor classroom, for visitors to come explore, discover and appreciate our extraordinary natural surroundings. By doing so, we inspire a bond between individuals and nature. But we don't stop there. We go further.

Our leadership of the Children in Nature Collaborative of Austin (CiNCA) ensures that from an early age, kids learn to feel comfortable in nature. That they have access to it and understand its importance. That they have fun outdoors. And that their connection to the natural world turns into an essential part of their daily lives, both as kids and later as adults.

Our partnership with El Ranchito summer camp continues our mission and serves as a shining example of connecting youth to nature. We believe wholeheartedly that frequent interactions with nature result in happier, healthier and smarter kids.

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 Description:

The Bus Driver/ Environmental Educator holds distinct roles and responsibilities as both a Bus Driver for the Roadrunner Outdoor Adventure Bus and as an Environmental Educator for field trips to Westcave Preserve.

As a Bus Driver for the Roadrunner Outdoor Adventure Bus, this employee will have the responsibility of ensuring the safety of the children, parents, teachers, staff and volunteers during transportation to and from Westcave Preserve and other field trips and nature outings. In addition, the Bus Driver verifies that the bus is well-maintained and clean at all times, determines appropriate bus routes, and maintains transportation records.

Approximately two times a week during the school year, this employee will drive the bus for a field trip to Westcave Preserve and also serve as an Environmental Educator during the field trip program. As an Environmental Educator, they will assist with the Preserve's school field trip programs by either taking a group of students on a guided hike through the Preserve or leading a group of students through a set of established environmental education activities. Students will range in age from preschool – high school.

Essential Responsibilities/Duties:

Bus Driver:

1. Ensure the safety and well-being of all children and adults riding the bus;
2. Oversee the safe loading/unloading of passengers;
3. Drive bus carefully and in compliance with traffic regulations;
4. Arrange for routine maintenance and inspections of the bus according to the maintenance schedule;
5. Check water, gas, and oil levels and mechanical conditions (including brakes) of the bus before departure;
6. Complete a daily written log detailing the group being transported, destination, route taken, number of youth and adults transported, and any incidences or conditions of concern;
7. Assume responsibility for the bus receiving an annual state inspection as well as regular maintenance procedures.

Environmental Educator:

1. Lead tours through Westcave Preserve and provide information on the Preserve's natural history, geology and biology.
2. Lead school groups through a set of educational activities designed to foster the discovery, exploration and conservation of nature.
3. Assist with special weekend programming when scheduled.
4. Articulate Westcave's mission to the community.
5. Work independently and as part of a team.
6. Assist with other duties as necessary including general housekeeping and grounds keeping.

Minimum qualifications:

- A valid Texas CDL Class B license with school bus and passenger endorsements. Texas School Bus Driver Training Course (available as part of training)
- 2 years of experience driving a bus
- No record of DWI and acceptable driving record according to the Texas Department of Public Safety standards
- Current required licenses, certificates and medical certifications for drivers
- Excellent written and verbal communication skills.
- CPR and First Aid Certification (available as part of training).
- Completion of a sexual misconduct prevention course (available as part of training).
- Background check required.
- Ability to hike through the Preserve.(1.5 miles with 125 step staircase)
- Ability to work a combination of weekdays and weekends as well as occasional evenings.
- 22 years of age
- Knowledge of or interest in learning basic naturalist skills
- Commitment

Preferred qualifications

- Bachelor's degree from an accredited college or university in environmental studies, education, natural science, outdoor recreation, or related field preferred
- Demonstrated experience working with groups of children, adults, and families.
- Natural history knowledge preferred.

Work Environment and Physical Demands

- May be required to work evenings and weekends
- Flexible hours