



WESTCAVE

OUTDOOR DISCOVERY CENTER

JOB PROFILE SUMMARY

Job Title: Afterschool & Summer Program Coordinator/Weekend Natural Science Educator

Supervisors: Education Director and Weekend Manager

Hours: Hourly, part-time (24 - 28 hours/week) and seasonal position:

May to mid-Dec. 2018

February to mid-May 2019

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

Application Deadline: May 11th, 2018

Wonder and Joy: it's in our 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:

CONSERVING

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.

TEACHING

While many places offer opportunities for self-led nature activities, Westcave has dedicated staff who partner with schools to teach natural science to 5,000 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.

COLLABORATING

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

The Afterschool & Summer Program Coordinator/Natural Science Educator holds distinct roles and responsibilities as both the coordinator of a new afterschool program to be held at Blair Woods in East Austin and as a Natural Science Educator for weekend public programs at Westcave Preserve.

As the afterschool coordinator this employee will be responsible for coordinating and delivering an afterschool program to be held twice a week at Blair Woods. The 1 ½ hour program will be held over a 9-week period in both the fall and spring school semesters with a new topic being covered each week. Summer program will occur once a week in a 2-4hr. time block between 8am-5pm. Blair Woods is a 10-acre sanctuary of woods, prairie, and wetlands in an urban setting owned by Travis Audubon.

On weekends, this employee will serve as a Natural Science Educator for Westcave Preserve's programs. Tours are offered four times per day on Saturday and Sunday and take up to 30 visitors on a 1 ½ hour hike into the Preserve's magnificent waterfall, grotto and cave. This educator will typically lead two tours on each day and will provide information on the Preserve's natural history, geology and biology during the tour. When not leading tours this educator will support the welcome desk and other assigned tasks to support the operations of the preserve. Westcave Preserve is located approximately 45 minutes from downtown Austin in southwest Travis County.

Position Responsibilities/Duties

Afterschool Coordinator

- Set up and clean up for each afterschool program.
- Ensure the safety and well-being of all children attending the program.
- Lead groups of 30 elementary-age students through a 1 ½ hour program which provides children with the opportunity to enjoy and connect to nature through a hands-on exploration of natural science concepts. Summer programs will last 2-4 hours.
- Communicate with school staff and volunteers about student supervision and activity/program delivery. Train them as needed to support each trip.
- Additional duties may include curriculum development, rainy day activities and other assigned duties to support the operation of this program.
- Provide a weekly written report on the afterschool program. Collect data to be used for program evaluation through pre- and post-program surveys, small group interviews, and attendance numbers.
- Work independently and as part of a team.
- Articulate Westcave's mission to the community.

Weekend Natural Science Educator

- Lead tours through Westcave Preserve and provide information on the Preserve's natural history, geology and biology.
- Support preserve operations when not leading tours. Responsibilities include welcoming visitors to Westcave, explaining the Preserve's weekend programming, providing information about the Warren Skaaren Environmental Learning Center, collecting fees and visitor information.
- Assist with other duties as necessary including general housekeeping and grounds keeping.
- Assist with training new volunteers and staff as needed.
- Assist with special weekend programming when scheduled.
- Work independently and as part of a team.
- Articulate Westcave's mission to the community.
- Some weekend time will be devoted to Blair Woods program development and planning.

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
- Excellent written and verbal communication skills
- Commitments to Westcave mission and goals

- Can work independently and remotely
- Skill in operating general computer software programs
- Passion for engendering 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
- Able to work weekends and occasional evenings
- Reliable transportation
- 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
- CPR and First Aid Certification (available as part of training)