



1 Bear Valley Road, Bldg 70, Point Reyes Station, CA 94956 www.ptreyes.org

Open Position: **Bilingual Environmental Educator**

ORGANIZATIONAL SUMMARY

Work with Point Reyes National Seashore Association (PRNSA) alongside partners like the National Park Service (NPS) to create opportunities for all people to experience, enhance, and preserve Point Reyes National Seashore for present and future generations. Through our conservation, education, and community-building work we partner with the NPS to preserve and share the park's 75,000 acres of forest, grasslands, coastal scrub, rangelands, federally designated wilderness, wetlands, dunes, beaches, and marine habitats that support 38 threatened, endangered and species of concern. Over 2 million people visit the park each year and nearly 100 research projects from researchers around the country and the world are conducted in the park annually. PRNSA works year-round in partnership with the NPS to monitor and protect the natural and cultural resources within the park. PRNSA staff work with NPS project managers on long-term inventory and monitoring of threatened and endangered species, habitat restoration and invasive species removal, and historic and cultural preservation projects in the park. Through our youth and adult education programs we aim to expand the community of people who both love and protect the park.

JOB SUMMARY

PRNSA's Environmental Education programming includes managing overnight group stays at the Clem Miller Environmental Education Center (CMEEC), teaching Science at the Seashore programs for school groups, leading day-long Youth In Parks (YIP) outdoor experiences, organizing adult and community education programs (Field Institute), hosting equity-based community events (Get to the Point), and offering summer youth programming such as day camp, overnight camp, and backpacking. Programs are primarily held in person, but education strategies may also include online presentations and written and visual communications.

Working cooperatively with other members of the education team, the Bilingual Environmental Educator will support all aspects of PRNSA's education programs with a special focus on developing strategies and materials and leading culturally relevant programs delivered fully or partially in Spanish. These could include science and nature-based youth education programs, community gatherings, or family camps. This role will have the opportunity to partner with other regional youth/community organizations to explore new program ideas, and may be responsible for selected aspects of program administration, communications, and documentation.

Field instruction takes place at various locations in and around the National Seashore and may include adult, family, or community programs taught alone or in teams. Some weekend work will be required. This is a highly visible position requiring the ability to communicate with diverse audiences in order to provide high quality learning experiences and a welcoming atmosphere for all visitors and program participants.

REPORTS TO: Biret Adden, Education Director

ESSENTIAL DUTIES AND FUNCTIONS

- Collaborate to develop and deliver creative and engaging educational experiences
- Plan lessons, manage materials, and deliver science and nature-based youth programs outdoors
- Clean and maintain scientific and field teaching equipment
- Support program administration such as group communications, scheduling CMEEC reservations, managing group documents, and trip planning support for schools
- Provide onsite check in/out and orientations for groups staying at the CMEEC
- Inspect and straighten CMEEC facilities before and after group visits, some cleaning
- Participate in planning and support of community programs, summer camp, group backpacking, local partnerships (library, local school, etc.), Field Institute, family education, or outreach programs as needed
- Research and create natural history content for programming or communications
- Use judgement to promote participant and group safety in field settings
- Understand, communicate, and model National Park Service and Leave No Trace wilderness policies and procedures
- Work onsite, in-person in the Point Reyes National Seashore, some remote work is possible
- Perform other organizational duties as required

QUALIFICATIONS & SKILLS REQUESTED

- Bachelor's degree or equivalent experience in education, natural science, environmental studies, wilderness recreation, conservation, or related fields
- Minimum 2 years experience working with youth in formal or informal education, or in a youth development setting
- Fluent or confident speaking and writing in both Spanish and English
- Comfort with written and verbal communication and public speaking
- Experience as a role model demonstrating conscientious, respectful, and inclusive leadership/mentoring
- Flexibility to adapt to challenges and manage youth in a field setting
- Current First Aid Certification or the willingness to receive training

DESIRED EXPERIENCE

- Curriculum development and/or educational activity design
- Comfort with use of word processing, spreadsheets, and Google Drive

PHYSICAL DEMANDS & WORK ENVIRONMENT

This role demands the ability to work both indoors sitting or standing at a computer and outdoors in a variety of field settings engaged in moderate to rigorous physical activity. While performing the duties of this job, the employee needs to use their hands, arms, legs, eyes, and ears. The employee is frequently required to talk and hear, sit, stand, stoop, kneel, crouch, crawl, climb, balance, and walk on trails and uneven surfaces. The employee must occasionally lift and/or move up to 30 pounds of equipment over uneven surfaces. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY & BENEFITS: \$24.00-\$27.00/hour, 40 hours/week, non-exempt. Benefits include health and dental insurance, paid time off and 403(b) retirement program.

INTERVIEW PROCESS

- Please submit your application by 10/24/2022
- First-round interviews will begin 11/7/2022
- Starting date is negotiable (Dec 2022 or Jan 2023)

View Posting Online at [PRNSA Jobs and Opportunities](#)

Apply online at [Bilingual Environmental Educator Application](#)

Send any inquiries to jobs@ptreyes.org

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. Point Reyes National Seashore Association is an at-will employer. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Department: Education

This is a non-management position

This is a full time position