April 2021

Job Description:

Part-time Nature Instructor (transitional virtual / in person)

Position Overview: Ventana Wildlife Society (VWS) is a non-profit in Monterey County, California. Our mission is to conserve native wildlife and their habitats through research, restoration and education. Ideal candidates for this position are passionate about sharing nature with others; familiar with various environmental education curriculum as well as best practices in environmental education and youth work; comfortable with online instruction as well as transitioning to in-person instruction, able to be flexible with program hours and tasks.

At this time we are offering virtual programs only, however we will transition back to in person programming as it is safe to do so.

We are seeking part-time instructors to provide meaningful nature experiences through weekly online classes and summer programs, and to assist with our transition from virtual to in person programming as it becomes safe to do so. We are looking for instructors to commit to anywhere between 3-20 hours per week from June to August, with some hours available immediately. Additional hours may become available as we transition to in person programs, and there are opportunities to continue beyond August.

Target Start Date: Immediately, Compensation: $14.00/hour

Job Duties include, but not limited to:

- Plan, lead and co-lead educational activities and lessons for youth in a virtual setting.
- Strive to make sure students are enjoying their time and gaining meaningful experiences.
- Ensure participant safety, well-being and comfort.
- Communicate and coordinate with parents, vendors and partners.
- Participate in conflict resolution and discipline through positive behavioral management.
- Work towards best practices in environmental education, virtual learning, and working with youth.
- Submit program reports and attendance regularly, as well as incident reports and payroll.
- Assist with data entry and evaluation of program.

Qualifications:

- Maintain a satisfactory Live Scan fingerprint background check (State and Federal).
- Available for the assignment duration and all agreed upon program hours.
- Experience with presenting or instructing virtually and working with children in person.
- Work well as part of a cohesive teaching team (coworkers, participants, parents, and vendors).
- Have reliable internet connectivity and devices to access programs.

Additional preferred skill sets:

- Bilingual English / Spanish
- Experience developing HyperDocs
- Previous work in cultural relevancy, equity in outdoor education, climate literacy

Working Conditions: Current programs are virtual only. All instructors are working remotely from home at this time and will assist with returning to in-person programming.

Please send cover letter expressing interest and resume to: alenaporte@ventanaws.org

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Learn more about us at www.ventanaws.org