



Job Description

Position Title	Teams
Place-Based Educator	Katahdin Learning Project
Reports To	Date
Elise Goplerud, Education Coordinator	Published March 4, 2024

POSITION SUMMARY:

The Place-Based Educator works as part of a dynamic team of board, staff, partners, and volunteers to support the Katahdin Learning Project (KLP).

The Place-Based Educator with Friends of Katahdin Woods and Waters (FKWW) will be an experienced environmental educator and work through the spring 2024 season to assist and lead programs on behalf of the Katahdin Learning Project. The Place-Based Educator will follow lesson plans, help prepare lesson materials, and help clean up after lessons. The Educator may be asked to work during special events. A successful candidate must be enthusiastic about working with youth and helping connect them to their community, nature, and the national monument.

For general management and support, this position works under the supervision of the Education Coordinator.

This part-time position will ideally start on March 18, 2024, and end on June 15, 2024. This position’s schedule is variable and the employee will be expected to work around 20 hours per week. Tuesdays through Thursdays are preferred, though specific weekdays and the number of days are open to discussion. A small portion of the work will be remote.

ESSENTIAL JOB FUNCTIONS:

- **Katahdin Learning Project (90%)**
 - Assist and lead enrichment activities at local schools and in the community
 - Prepare lesson activities, maintain supplies, and help with post-lesson cleanup and surveys
 - Provide fun, safe, and educational experiences for students
 - Distribute first aid supplies to teachers for students as needed
- **Professional Development (5%)**
 - Attend a range of outdoor recreation courses when applicable and available
 - Recruit students for the Career Exploration Badge program
- **Other duties as assigned (5%)**
 - Submit timecard on a biweekly basis
 - Submit expense report on a monthly basis
 - Friends operates other teams, including Finance, Development, Grants, Operations, Events, and Communications. Additional discrete tasks may be assigned from these teams.

EDUCATION, EXPERIENCE, AND KNOWLEDGE QUALIFICATIONS:

PREFERRED EDUCATION & CERTIFICATIONS: Current First Aid and CPR certification (Wilderness First Aid Preferred). Maine Recreation Guide a plus.

PREFERRED EXPERIENCE LEVEL: 1-3 years

PREFERRED KNOWLEDGE/EXPERIENCE QUALIFICATIONS: Experience working with children in an indoor and outdoor setting

SKILLS QUALIFICATIONS:

Depending upon the nature of the activity, the Place-Based Educator will need skills in safety, group management, problem-solving, using technical equipment and tools when applicable, protecting the environment, and organizing lessons and programs.

- Safety--an area that must never be compromised in leader qualifications--begins with wise activity choices and good sense.
- Group management skills keep the group dynamic positive and group members working toward their task.
- Strong problem-solving skills help overcome obstacles and address urgent issues or emergencies.
- Technical skills help leaders use the equipment needed to conduct particular indoor or outdoor activities.
- Environmental skills help prevent damage to the natural surroundings and provide a model for environmental responsibility.
- Organizational skills help leaders plan, prepare, conduct, and evaluate lessons and programs.
- Knowledge of Excel Spreadsheets - ability to use Excel programs at a basic level help FKWW employees fill out relevant forms such as timecards and expense reports
- Knowledge of Google Docs, Sheets, Email - ability to use programs for basic communication

WORKING CONDITIONS & PHYSICAL DEMANDS:

Working Conditions include exposure to: dirt, heat/cold, office environment, outdoor environment, inclement weather, and biting insects

This work requires computer access. Candidates are required to have access to a public or personal computer to communicate through email, use shared organizational documents, and submit time cards and expense reports.

Physical demands include: carrying a backpack up to 15 lbs, sitting, standing, walking, hiking, kneeling, handling/repetitive motion, driving, use of keyboard or other digital dexterity, peripheral vision, use of written or verbal sources of information like reading reports, use of oral communication to perform work.

COMPENSATION & BENEFITS

The Place-based Educator is paid \$20 an hour, subject to federal and state tax withholdings.

Part-time employees who work between 20 and 40 hours per week accrue Paid Time Off on a prorated basis.

Travel reimbursement is available to employees at a rate of \$0.67 per mile. Travel to locations that are *not* the FKWW Patten office are covered. Expenses and travel are reimbursed on a monthly basis after the submission of an expense report.

LOCATION & TRAVEL

Friends maintains an office in Patten, Maine. The office has private lodging within it and is available to employees for one or two nights a week. The Place-Based Educator is based in Patten. Travel to other locations within the Katahdin Region is a frequent requirement of this job. The employee must maintain a reliable car and valid driver's license. Travel on rough dirt roads will be required on a regular basis.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, Friends of Katahdin Woods & Waters reserves the right to modify, add, or remove duties and assign other duties as necessary.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed on this job description) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

APPLICATION PROCESS

Please submit a resume and the names and contact information of three references to the Katahdin Learning Project team at klp@friendsofkww.org with the subject line: Place-Based Educator. Priority will be given to applications received on or before March 10, 2024 and candidates may be considered until the position is filled.