

Town of Fort Myers Beach Job Description

Position: Environmental Educator

Department: Cultural Resources

POSITION SUMMARY

This is a permanent full time position requiring 40 hours per week with a varying schedule of Tuesday through Saturday. Responsible for organizing and conducting outdoor and indoor educational programs and activities related to area history, archaeology, and natural environment of the Mound House and Newton Beach Park. Works under the direct supervision of the Cultural Resources Director/ Mound House Museum Director.

ESSENTIAL JOB FUNCTIONS

- Assists in planning, coordinating, and implementing of public historic and environmental programs including kayak tours, beach walks, boat tours, student program, festivals, guided tours, and special events both on- and off-site for Mound House and Newton Beach Park.
- Responsible for kayak tours and beach walks; this includes scheduling, registration, preparation and leading the tours with the required safety equipment.
- Monitors weather on a regular basis for all programs including kayaking programs and boat tours, and makes accommodations as needed for cancellation or rescheduling.
- Develop programs, presentations, specialty tours, and interactive activities around exhibitions or in response to themes, annual festivals, or current environmental concerns.
- Liaises with schools, colleges, and educators to promote the use of the collections and activities of the museum in line with various curriculum; creates and develops educational resources for visitors, schools, families, and special interest groups.
- Deliver presentations, workshops, and interpretive activities in partnership with community groups.
- Collate, analyze, and apply feedback on the educational activities provided.
- Assists with the training of the volunteers in all aspects of environmental education of the surrounding eco systems.
- Receives and responds to public inquiries about Mound House and Newton Beach Park history and programs.
- Assists with seeking new volunteers for Mound House and Newton Historic Park; represent and promote the museum on external educational bodies to establish a network of partnerships; work with other museum staff to develop and market the museum and programs.
- Develops cooperative partnerships with area schools, community organizations, and other environmental institutions for the enhancement and support of Fort Myers Beach Cultural Resources.
- Develops and maintains good working relationships with the general public, coworkers, volunteers, and program participants.
- Performs other duties of this position or related positions as may become necessary or as directed by the Cultural Resources Director/ Mound House Museum Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Aids in general office routine, which includes registration of participants, preparation of reports, answering the phone, dispensing general information to the public and covering ticket sales and assisting in the museum store when needed.
- Identifies and notifies supervisor of problems on the beach, Mound House grounds and other operational facilities.
- Ensures Park rules are enforced pertaining to all natural, historical, and archaeological facilities and resources and use thereof for the enjoyment of the visitor.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in environmental science, biology, education, or a related field.
- Three years of experience as a guide, outdoor interpreter, and environmental educational programming.
- Confidence in dealing with the public and addressing groups of people.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must have current CPR and First Aid certification upon 60 days of being hired; Wilderness First Aid preferred.
- Florida Master Naturalist Certification preferred and required within one year on hire date.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of and interest in local ecology and human-environment issues.
- Positive attitude and enthusiasm for the job.
- Ability to accomplish work which requires physical stamina.
- Ability to work outside in various weather conditions; Ability to work a flexible schedule including weekends and some evenings.
- Self-motivation and the ability to work independently.
- Ability to establish and maintain effective working relationships and work cooperatively with volunteers, interns, coworkers, representatives of outside organizations, and all ages of general public.
- Ability to prepare routine administrative paperwork; Ability to analyze and organize data and prepare records and reports.

- Ability to follow verbal and written instructions; Ability to communicate effectively both orally and in writing.
- Knowledge of customer service standards and procedures; Working knowledge of public information and public relations techniques.
- Ability to plan, organize and promote Mound House and Newton Beach Park activities and programs; thorough knowledge of the policies, procedures, rules and regulations governing the educational program area assigned.
- Ability to evaluate the effectiveness of education programs and activities.
- Ability to successfully work with and serve a diverse local community and visitors.
- Knowledge of occupational safety rules and practices.
- Operates a variety of equipment including golf cart transportation, vans, kayaks, and marine equipment, including attending appropriate training to securing valid certificates.
- Maintains the physical ability to assist in transporting kayaks and related equipment, equivalent to 50 pounds singly and 100 pounds jointly.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is outdoors, based on a cultural and environmental learning facility in a park and marine setting.
- Medium physical effort; Requires handling of average-weight objects up to 50 pounds and standing, walking, and paddling and helping visitors get in and out of kayaks in unstable footing conditions. Effort applies to no more than six (6) hours per day.
- Environmental factors may vary, and position will require time spent outdoors at all times of year; Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- Will be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling; and is essential to the job.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

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 activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment