

**CONGREGATIONAL SUMMER ASSEMBLY (CSA)
ECOLOGY INSTRUCTOR
November 2022**

Reports To: Managing Director

Supervisory Function: Assistants, staff or volunteers (1-3)

Purpose: Develop and teach two, hour-long sessions of Ecology Fun classes (ages 4-10), once a week, during eight of the CSA nine-week season. The Ecology Instructor will also plan, book transportation, and supervise three field trips for Ecology Explorers (ages 11-14). Class content and field trips should focus on the study of organisms and how they interact with the environment around them.

Job Type: Seasonal / Part Time **Ecology Fun (ages 4-10)** 8 hours per week during 8 of the 9-week for during CSA summer season (mid-June – mid-August); **Ecology Explorers (ages 11-14)** approximately 20 hours to plan, organize transportation for, and supervise three field trips.

Skill and Knowledge Requirements:

- Must be 21 years of age or older
- Bachelor's degree, with major/minor education and/or environmental science
- 5+ years related work experience with children e.g., teacher, community service or recreation leader, youth counselor
- Administrative ability to coordinate classes, youth field trips, and associated activities
- Excellent interpersonal, oral, and written communication skills
- Recognize role and responsibilities as part of the overall mission of the CSA by exhibiting a spirit of cooperation, flexibility, and commitment to the team relationship with other CSA staff and volunteers

Essential Functions:

- Develop, plan, organize, and supervise all activities for Ecology Fun and Ecology Explorers
- Provide communication and publicity for Ecology Fun and Ecology Explorers activities through the web, social media, email, to inform the youth and their families and encourage community support of the Ecology program
- Communicate in timely and effective ways with parents
- Create a fun and safe learning environment; secure supplies, prepare materials and arrange set up and clean up
- Participate with Managing Director in the selection and supervision of staff and/or volunteers to assist in the lessons
- Attend Ecology Committee meetings
- Maintain attendance records and legal waivers
- Manage budget, provide records of Ecology activity expenses, and submit receipts to the CSA office

Physical Requirements:

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. While performing the duties of this job, the employee is regularly required to stand, speak and hear.

DISCLAIMER: The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.