



Educator Job Description

About PEEC: PEEC is a 501(c)3 nonprofit funded by donations, memberships, and contracts for services. Our mission is enriching people's lives by strengthening their connections to our canyons, mesas, mountains and skies. We operate the Los Alamos Nature Center in Los Alamos, NM. Our website is www.pecnature.org.

Objectives: PEEC's education team creates high-quality, mission-driven lessons and programs for children, families, and school and other groups in Northern New Mexico. This particular educator position will focus on creating and delivering programming for young children, as well as provide support for PEEC's other educational and interpretive programming.

Salary, Hours and Benefits: This is a part-time (20 hours per week), hourly position. The pay rate is \$17 – \$20 per hour, depending on qualifications, and is negotiable. The schedule is flexible with some specific hours dictated by program demands. Weekends and evenings are occasionally required. Regular employees with 2 years of service during which they earned \$5,000 or more per year are eligible to make contributions to a SIMPLE IRA, which will be matched by PEEC at up to 3% of their annual compensation. Regular employees whose total length of service is less than 5 years earn 3 weeks of paid time off annually; those with total length of service between 5 and 10 years earn 4 weeks of paid time off; and those with more than 10 years total of service earn 5 weeks of paid time off. We also offer paid family and medical leave and bereavement leave. All employees are eligible for unpaid time off upon request, provided it does not impact the performance of their job duties.

At PEEC we work hard but we know that family and life come first. We help each other and cover for each other.

PEEC is an equal opportunity employer, and we encourage applicants that help us achieve our goal of having a workforce with a diversity of backgrounds, experiences, perspectives, and skills.

Qualifications:

- Enthusiastic about sharing nature, science, and the outdoors with young children.
- Experienced in teaching children of many ages.
- Creative.
- Reliable and organized; able to juggle complicated schedules, deadlines, and materials.
- Able to work both independently and on a team with minimal supervision.
- A good communicator in oral, written, and video modes.
- Preferred: Connections to Northern New Mexico communities in PEEC's service area, especially the Española Valley and Northern Pueblos
- Preferred: Access to your own computer and internet connection for work from home.

General Responsibilities:

- Develop and teach programs for young children such as Nature Playtimes (for ages 0-5) and Forest Explorers (for ages 5-12).
- Teach school lessons and field trips for students of all ages according to PEEC's established curriculum.
- Provide general nature center customer service and support.

Key Areas of Responsibility:

Programs for young children

- Develop curriculum, gather materials, and teach Nature Playtimes at the Los Alamos Nature Center every Monday from 10-11 a.m.
- Bring Nature Playtimes lessons on tour to partner sites around Northern New Mexico several times per month (vehicle provided).
- Envision, develop and teach/lead programs serving young children, such as birthday parties, clubs, summer camp programs, etc.
- Collect evaluations/comments on programs and analyze for ways to improve.
- Report data on number of programs, participants, income generated, to Education Programs Director (EPD).

School lessons

- Work with other PEEC education staff to teach school programs at school sites, the Los Alamos Nature Center, and at outdoor sites in the region.
- Work with PEEC's EPD to collect evaluations on all LAPS programs and analyze for ways to improve.
- Count all students served and programs offered and report to EPD.

Nature Center Customer Service

- Staff the nature center on a regular schedule or as needed.
- Interact with visitors and volunteers.