

Education Specialist

Full-time, Year-round position

Supervised by Director of Education and Natural Resources



Objective:

The Education Specialist works within the Grandfather Mountain Stewardship Foundation's Department of Education and Natural Resources and is responsible for assisting the day-to-day educational programming and informal experiences with visitors in the park, as well as serving as a liaison to school teachers, school boards, and other professional educational organizations. The department's objective is to inspire awareness and stewardship in natural resources through environmental education and interpretation.

Responsibilities primarily include improving partnerships with school teachers, school boards, and professional development organizations, working with park partners to increase recognition of our program, developing new programming, updating programs to meet new educational standards as they arise, and conducting educational and interpretive programming on a daily basis within the park. This position works alongside the Interpretation and Education Program Coordinator and reports directly to the Director of Education and Natural Resources.

Major Duties:

- Promotes GMSF's Education program to schools, school boards, and professional education organizations.
- Monitor any changes that occur to the NC State Education Curriculum and update educational programming to meet these standards
- Provide outreach programming to schools
- Plans and schedules training sessions and participates in the presentation to permanent and seasonal staff
- Responsible for assisting the I & E Program Coordinator in reviewing and approving new educational and interpretive programs
- Assists the I & E Program Coordinator in hiring staff using established guidelines
- Responsible for special event planning: including Rhododendron Ramble, Junior Ranger Day, Girl Scout Day, and Fall Color Ramble
- Works with the Group Coordinator to process scholarship applications and communicate with the Nathan Pribble Scholarship Committee
- Takes a lead in ensuring excellent visitor service is demonstrated department-wide
- Works alongside the Group Coordinator to distribute information to teachers scheduling programs/field trips
- Distributes visit assessment survey to group leaders after their programs
- Prepares and presents curriculum based educational programs to students (pre-K through College) when necessary
- Prepares and presents daily interpretive programs such as guided hikes and interpretive talks when necessary
- Assists in the creation of non-personal interpretive media such as handouts, exhibits and guidebooks
- Operates a variety of audiovisual and other equipment in connection with programs or exhibits
- Roves park trails and visitor areas to provide informal interpretation and customer service
- Distributes maps and brochures, informs visitors of potential safety hazards or closures, and provides directions and routes of travel through the park
- Serves as a frontline representative of the Grandfather Mountain Stewardship Foundation
- Conducts or assists in research activities such as bird point counts, salamander inventories, plant data collection
- May serve as a parking attendant in various capacities
- Responsible, as all employees are, for maintaining scenic, litter-free grounds within the park
- Other duties will be assigned as necessary

Qualifications:

- Bachelor of Science or Arts in Biology, Education, Recreation Management, Environmental Science, or related fields.
- At least 2 years of related working knowledge and/or experience
- Intimate knowledge of North Carolina Curriculum Standards
- Leadership and supervisory experience
- Strong organizational skills, ability to multi-task, adapt to change, and to prioritize effectively.
- Strong public speaking and presentation skills
- Enthusiastic and positive attitude
- Knowledge of implementing and presenting educational programs, preferably in natural sciences
- Ability to make decisions in emergency situations
- Comfortable handling live animals
- Have reliable transportation
- Experience with exhibit design/maintenance, working with interns and volunteers, and/or program evaluation/assessment preferred
- Flexible work schedule. Must be able to work weekdays, weekends, nights and holidays
- Ability to lift 50 lbs and be on their feet for extended periods of time

Responsibilities:

- 30% Outreach programs, meetings, events
- 30% Interpretation & education program planning, implementation
- 20% Educational program development and administration
- 10% Group communications
- 10% Operational and other duties

Apply at the following and remember to attach your resume and cover letter:

[GMSF Application](#).

Applications accepted on a rolling basis until the position is filled.