

Environmental Educator
(15-20 hrs./week, \$15,000/year)
Cedar Point Environmental Park
Charlotte Harbor Environmental Center, Inc.

Reports to: Education Programs Coordinator

Job Goal: To assist in organizing and implementing environmental programming. Coordinate habitat management and participate in environmental education on sites which are managed by the Charlotte Harbor Environmental Center, Inc., specifically with regard to the following tasks:

Responsibilities:

1. Coordinate with the Program Coordinator in order to carry out the management plans which have been developed for Cedar Point;
2. Assist with administrative work regarding any of the various projects at Cedar Point, including program curricula, quarterly reports, grant/funding proposals, advertisements, and social media posts;
3. Be available to speak to the public/visitors on various related issues, as pertains to directed programs;
4. Schedule, coordinate & conduct environmental programming to the public free of charge, including guided nature walks, speaking engagements, workshops, and other activities as scheduled;
5. Provide environmental education programs and work with other CHEC staff/volunteers to meet education objectives;
6. Coordinate groups of citizens/volunteers in the accomplishment of certain goals for site-specific duties & projects;
7. Assist in coordination with the respective agencies or regulations which govern certain activities;
8. Assist in the implementation and/or development of other projects as directed by the executive staff, such as:
 - a. Charlotte County School System field trips
 - b. Water resource education programs
 - c. Coordination with CHEC volunteer programs
 - d. Summer Camps and Special Events
 - e. CHEC internship program

- f. Wildlife/ecosystems monitoring programs
- 9. Assist in the development of future plans for newly contracted sites;
- 10. Maintain proper files and databases for all of the above, which are retained as CHEC property.