

New Canaan Nature Center

Distance Learning Facilitator

Status: Hourly/Non-Exempt

Hours: Part-time

Position summary

New Canaan Nature Center is a not-for-profit environmental education center and sanctuary dedicated to helping people of all ages better understand, appreciate and care for the world of nature. Under the management of the Director of Environmental Education, the Distance Learning Facilitator will be responsible for guiding distance learning for Nature Center employees' children (in grades 2-6) while the employees are working. Because school's distance learning schedules vary from week to week, the number of kids will also vary day to day. This position's main duty will be to keep students on task, assist them with their curriculum, and maintain a safe and healthy learning environment. The Distance Learning Facilitator is NOT responsible for the student's academic performance.

Working hours

26 hours per week (may change throughout the year)

Monday and Friday, 8:30 am – 12:30 pm

Tuesday, Wednesday, Thursday, 8:30 am - 2:30 pm

A flexible work schedule is key, as school's distance learning schedules will vary throughout the year. These hours are not guaranteed and may change or be reduced throughout the time period.

Duties

The Distance Learning Facilitator will report to the Director of Environmental Education. Job responsibilities include:

- Create a clean, safe, and healthy learning environment for children who are distance learning.
- Maintain a positive and friendly attitude while keeping students on task and assisting them with their curriculum.
- Be open- minded and willing to try new ideas and new ways of doing things to improve instruction, relationships, effectiveness, efficiency and any other relevant behaviors and skills.
- Maintain a commitment of professionalism at all times both with students, teachers, and NCNC administration.
- Assist with inside and outside classroom space organization and general cleanliness, and maintenance including plant and animal care.
- Provide support at annual community/special events.
- Participate and contribute in All Staff meetings.

Minimum Skill and Ability Requirements:

- Experience working with and managing school age children
- Experience in education, a plus
- Strong verbal and written communication skills; personable and energetic; ability to work productively as part of a team of staff, volunteers & interns
- Ability to effectively manage self in fulfilling and completing required tasks in timely fashion, with minimal direction and/or supervision
- Computer proficiency (Microsoft Office, e-mail systems, live-streaming platforms, etc.).
- Willingness to lead the students on nature walks for distance learning breaks
- Responsible and reliable; ability to be at work regularly and on-time
- Must be at least 21 years old; candidate should have a minimum of a high school diploma. College degree a plus, especially in a related field

Pay/Compensation

Hourly pay is \$15-25/hour and is commensurate based on experience and qualifications of the candidate. Payroll is paid according to normal payroll practices with employees paid twice a month.

Start date

September 8, 2020 or ASAP

To Apply:

Email cover letter, resume, and the names & contact information of 2 references to Michelle Hips, Director of Environmental Education, at mhips@newcanaannature.org.