

# New Canaan Nature Center

## **Assistant After School Program Facilitator**

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**Status:** Hourly/Non-Exempt

**Hours:** Part-time

### **About the New Canaan Nature Center and the NCNC After School Program**

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. NCNC encompasses a 40-acre preserve in the heart of New Canaan, CT that features diverse habitats including wet and dry meadows and woodlands, two ponds, dense thickets, an old orchard, and a cattail marsh. Two miles of trails meander across the site.

The New Canaan Nature Center After School Program aims to get children outside exploring the forests, fields, and ponds of the Nature Center. During our new STEAM after school program, children will create hypotheses, conduct experiments, and enjoy some awesome hands-on collaborative learning. They will delve into fun and engaging weekly themes while exploring our natural world. Program serves 15-45 children in grades K-2 from the New Canaan Public Schools and includes: bus transportation to NCNC from the local elementary schools, snack, outdoor free play, sustainable STEAM activities, and homework time.

### **Position Summary**

Under the management of the Director of Environmental Education, Assistant After School Program Facilitators work with Lead After School Program Facilitators to help facilitate and manage groups of After School Program participants. Assistant After School Program Facilitators aid Lead After School Program Facilitators in implementing and developing education curricula and after school activities to support our seasonal program themes and promote the NCNC's mission. Assistant After School Program Facilitators will also provide assistance and guidance during homework time, but are NOT responsible for the student's academic performance.

### **Working hours**

17 hours per week

Typically: Monday-Friday, 2:30 pm – 6:00 pm (hours will vary for early dismissal days)

Late August/Early September - December 23rd

(\*\*The New Canaan Nature Center After School Program follows the New Canaan Public School calendar. There is no programming on vacation weeks or single-day holidays when the public schools are closed.)

\*For Fall 2021, on days when the public schools have early dismissal (November 24, November 30, December 1, December 2, December 2, December 3, and December 23), employee hours will be: 12:30-3:30pm

### **Duties**

The Assistant After School Program Facilitator will report to the Director of Environmental Education. Job responsibilities include:

- Create a clean, safe, and healthy learning environment for children in the NCNC After School Program; recognize & appropriately respond to all hazards & emergencies.
- Maintain CT state standards for childhood care centers, assisting with program participant forms & other paperwork, as needed.
- Work with other After School Program Facilitators and members of the Environmental Education team to provide high quality nature-based education experiences to all program participants.
- Assist the Lead After School Program Facilitator in leading interactive and interdisciplinary After School programming for grade school-aged children that maximizes the use of our NCNC outdoor classroom space.
- Provide enthusiastic and innovative instruction in coordination with the Lead After School Program Facilitator; teach through hands-on and inquiry-based methods that encourage exploration, awareness, appreciation, and stewardship of the natural environment.
- Encourage the personal and social development of children.
- Assist in safely lead groups of up to 15 children in an outdoor setting while enacting solid group/behavior management protocols
- Coordinate with the Lead After School Program Facilitator for the implementation of logistical plans, curriculum development, etc.
- Provide support at annual community/special events.
- Participate and contribute in All Staff meetings.
- Additional tasks as assigned by supervisors or Executive Director

### **Minimum Skill and Ability Requirements:**

- Be pursuing (or have the intent to pursue) coursework in Environmental Education, Biological Sciences, Education, Outdoor Recreation or other related field
- Have experience and/or knowledge in education, environmental/outdoor education, formal and/or informal teaching, camps or similar experience working with children in a responsible and professional setting
- Sense of humor, flexibility, and creative “think outside the box” solution-based mindset required
- Professional communication skills with visitors, volunteers, and the general public
- Possess the physical ability to work actively throughout the property in a variety of weather conditions.

- Hold and maintain throughout the duration of the After School Program valid certification in the following: First Aid/CPR and Epi-pen/Medical Administration. If not current, must be willing to obtain valid certification prior to the start of employment.
- Must be at least 18 years old.

**Pay/Compensation**

Hourly pay is \$15-18/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**

Late August 2021/Early September

**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](mailto:mhips@newcanaannature.org).