

**Education Coordinator**

Prairie Ridge Ecostation at the North Carolina Museum of Natural Sciences is seeking an individual who is passionate about connecting students to nature to join our team! This position will develop and facilitate curriculum-correlated programs for school groups, as well as participate in and lead other educational programs on site.

This is a North Carolina state 11-month temporary position for 29 hours/week, with potential for rehire. Position will report to the Head of Prairie Ridge Ecostation and coordinate with the Education staff of the North Carolina Museum of Natural Sciences.

**Pay:** $19.00/hour

**Work schedule**: Tuesday through Friday, with occasional Mondays, weekends or evenings.

**Location:** Prairie Ridge Ecostation (Prairie Ridge) in West Raleigh; some meetings at the North Carolina Museum of Natural Sciences in downtown Raleigh.

**About Prairie Ridge Ecostation:**

Prairie Ridge is the North Carolina Museum of Natural Sciences’ nature preserve and outdoor learning center located in west Raleigh. At Prairie Ridge, visitors can experience Piedmont prairie, a native tree arboretum, aquatic habitats and more, or explore and play in the Nature PlaySpace. Through educational programs for audiences spanning toddlers through adults, Prairie Ridge works to connect visitors to the natural wonders of North Carolina, facilitating experiences that build knowledge, passion and care for natural spaces, while also providing visitors with genuine, hands-on experiences outdoors. In addition, Prairie Ridge serves as wildlife habitat for a multitude of native species and hosts numerous citizen science projects and active research projects on site.

**Responsibilities:**

* Facilitate, develop, and review curriculum-based programs for preK-12 school groups.
* Coordinate and train field trip volunteers and contract staff, in conjunction with the Head of Prairie Ridge.
* Work with the Head of Prairie Ridge to continually assess, review, and improve program offerings to school groups.
* Interact professionally with and provide great customer service to visitors.
* Maintain good communication with the staff of Prairie Ridge and other Museum entities.
* Lead field trip programs on site, as well as programs designed for other audiences.
* Assist in the planning, implementation, and facilitation of large events on site, such as PrairieFest, FlutterFest and WinterFest .
* Manage the Adventure Pack program.
* Be an advocate for nature play and exploration, and help visitors understand the benefits of learning outdoors for audiences of all ages.
* Assist with natural resource management on site, as needed.
* Assist other Prairie Ridge educators with early childhood or citizen science programming, as needed.
* Attend Prairie Ridge staff meetings and Museum-wide obligations.
* Open and close the facility, and maintain safe and smooth operations of Prairie Ridge as scheduled.
* Assist with daily operational tasks which may include customer service, cleaning bathrooms, trash and recycling removal and other such tasks.

**Knowledge, Skills and Abilities:**

* Enthusiasm for science education and community engagement
* Experience working with students (preK-12), families, and adults in outdoor settings
* Experience working with diverse audiences
* Excellent communication skills, especially with children of all ages
* Demonstrated success in working independently and as a member of a team, and developing effective working relationships with staff and the general public of all ages.
* Knowledge of the principles of environmental education and the NC Science Standards
* Ability to hike 2-3 miles on unpaved trails, work outside in inclement weather, and be comfortable working with a diversity of wildlife
* Ability to adapt quickly and positively to unexpected changes such as inclement weather and wildlife encounters.
* Ability to use basic garden tools
* Professional manner and dress
* Transportation to Prairie Ridge or the Museum in downtown Raleigh
* Must be dependable, punctual, and reliable

**Minimum Education:**

* Working towards a degree with a focus in education, psychology, biology or natural sciences related to the area of assignment and one year of experience as related to knowledge, skills, and abilities in area of assignment

**Preferred Education:**

* Earned a degree with a focus in education, psychology, biology or natural science related to the area of assignment and one year of experience as related to knowledge, skills, and abilities in area of assignment

If interested, please email a cover letter and resume to Emma Blackford ([emma.blackford@naturalsciences.org](mailto:emma.blackford@naturalsciences.org)) by end-of-day Wednesday, May 22, 2024.