



HIGHLANDS  
BIOLOGICAL FOUNDATION

## Education Specialist

The Highlands Biological Foundation (HBF) is recruiting an environmental educator to support year-round programming and manage summer camps. HBF seeks to inspire present and future generations to preserve and protect the Highlands-Cashiers Plateau by raising awareness through experiential learning. To achieve this we offer a wide array of place-based programs primarily through the Highlands Nature Center. This small facility is part of the Highlands Biological Station, a multi-campus center of Western Carolina University, and reaches more than 10,000 visitors annually. Programs take place at the Highlands Nature Center and adjoining 11-acre Botanical Garden, as well as sites in the surrounding region.

Over the past three years, HBF has significantly increased our educational offerings to accommodate an increased demand for camps in the summer and programs in the off-season. The Education Specialist will be essential to the continued success of this expansion. They will direct summer day camps for more than 150 campers ages 4-12. In addition, they will assist in managing daily Nature Center operations, creating and leading public programming, running events, and providing community outreach. They will report to the Nature Center Education Specialist.

**Hours:** This position is full-time (40 hours/week), permanent, and will include evenings and weekends. Flexibility is a must.

**Benefits:** The starting salary is \$36,000-46,000, dependent on experience. HBF provides health insurance, retirement benefits, paid time off, and paid holidays. All staff participate in professional development, including the NC EE Certification if desired, and First Aid/CPR certification.

**Proposed Start Date:** January 17, 2022.

### Duties:

- Create, manage, and lead week-long day camps for youth ages 4 to 12
- Run all aspects of camp administration including registration, communication, and evaluation
- Co-manage seasonal staff including hiring, training, and supervision
- Recruit and manage youth volunteers in Junior Counselor roles
- Ensure camps meet all federal, state, university, and local health and safety regulations
- Develop and present environmental education programs for the general public (e.g. daily programs, Nature 101s, etc.)
- Develop and lead outreach programs for local organizations, primarily youth ages 3-11
- Participate in community and outreach events
- Staff the Nature Center including opening and closing, cleaning, and handling gift shop sales
- Care for and handle live exhibit animals (primarily reptiles and amphibians)
- Assist with special events for the public and donors

This position will also have opportunities to assist with exhibit curation and grant writing if desired.

## Qualifications:

### Required:

- Bachelor's in biology, zoology, botany, environmental science, science education, outdoor recreation, or related field
- 3+ years leading environmental education programs, preferably including in a camp setting
- Experience creating camp curriculum and/or informal program outlines
- Ability to deal effectively with the public
- Ability and desire to work independently and as a team member with other employees
- Excellent written and verbal communication skills
- Strong computer skills, including proficiency in Google Applications and Microsoft Office
- Ability to spend extended periods of time outdoors in all weather
- Ability to hike up to three miles on uneven terrain and lift up to 50 pounds

### Desired:

- Experience handling camp administrative duties and/or supervising staff
- Experience working at a museum, visitor's center, or similar setting
- Familiarity with a variety of environmental education programs such as Project WILD
- Familiarity with the American Camp Association
- Knowledge of the flora and fauna of the southern Appalachians

Applicants must be U.S. citizens and possess a valid driver's license. They must also successfully pass a criminal background check.

**Application Instructions:** Send a cover letter, resume, and list of 3 professional references with phone numbers and emails to Paige Engelbrektsson at [paige@highlandsbiological.org](mailto:paige@highlandsbiological.org). Applications will be accepted through December 6, 2021 or until the position is filled. For additional information, contact Paige Engelbrektsson or call 828-526-2623.

*The Highlands Biological Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; National Guard or veteran status, consistent with applicable federal, state and local laws, regulations, and policies, and the policies of The Highlands Biological Foundation. This nondiscrimination policy applies to employees, volunteers, participants, and all aspects of our operations.*

*Persons with disabilities requiring accommodations in the application and interview process please call 828-526-2623 or email [paige@highlandsbiological.org](mailto:paige@highlandsbiological.org).*