



## Dunes Learning Center

700 Howe Rd. ♦ Chesterton, IN 46304

[www.duneslearningcenter.org](http://www.duneslearningcenter.org)

### Outreach Educator

Part-time (20-30 hours per week), may involve weekend and evening hours

### Organizational Overview

Dunes Learning Center is a non-profit residential environmental education facility located within the Indiana Dunes National Lakeshore. Our primary audiences are schools throughout northwest Indiana and the Chicagoland area. Our mission is to provide learners of all ages an in-depth exploration of the dynamic relationship between people and their environments using the natural and cultural resources of the Indiana Dunes region where nature and society co-exist.

### Position Overview

The Outreach Educator is responsible for coordinating, implementing and evaluating outreach programs including the Mighty Acorns Outreach Education Program. In addition, this position actively participates in the development and implementation of seasonal staff trainings and fills in on an as needed basis for on-site programs. Must be knowledgeable of and work to augment personal and staff knowledge of the flora, fauna, and cultural history of the Indiana Dunes landscape. Includes possible evening and weekend work.

**Supervision:** The Outreach Educator reports to the Education Director

### Responsibilities:

- Develops, implements, and evaluates all DLC outreach programs primarily the Mighty Acorns program
- Coordinate and schedule outreach programs in schools
- Serve as the DLC representative to the education partner groups
- Serve alternately with Lead Naturalist and Education Director as an on-call presence when groups are in residence
- Assist in naturalist training and professional development
- Assist in residential programs on an as needed basis
- Other duties as assigned

### Qualifications:

- BA/BS in Natural Sciences, Biology, Education, Parks/Recreation, Environmental Science, K-12 teacher certification or credits toward teacher certification
- 1 to 2 years of teaching experience in a formal or non-formal setting. Some classroom teaching experience preferred
- Excellent verbal and written communication skills
- Excellent organizational skills
- Excellent teacher/naturalist skills (knowledge of Indiana Dunes region desired)
- Expertise in MS Office software: Word, Excel, Access, PowerPoint
- Great independent worker and team player
- Physically able to work outdoors in all weather conditions and hike several miles over hilly dunes terrain while carrying a 20-pound backpack
- Maintain current CPR and First Aid certification
- Possess valid driver's license and have reliable transportation (car, bike, etc.)

**Closing Date:** August 19<sup>th</sup> or until filled

Please e-mail a cover letter, resume, and a list of 3 references to be contacted by phone to:

Dunes Learning Center ♦ 700 Howe Rd. ♦ Chesterton, IN 46304

♦ e-mail Amy Workman ([aworkman@duneslearningcenter.org](mailto:aworkman@duneslearningcenter.org))