

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement **Seasonal Program Instructor**

October 17, 2022

Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. The Conservancy's mission is to enrich people's lives and enhances our region by inspiring use, preservation and support of Cuyahoga Valley National Park. The Conservancy and the National Park Service (NPS) work in partnership to manage educational and recreational programs for students, youth, adults and intergenerational groups. The Conservancy and NPS work together to offer quality programs and events that are in accordance with best practices for safety and health in respect to COVID 19.

Be part of something special!

Position Description, Essential Duties (other duties as assigned):

Essential duties include:

- Teach virtual and in-person programs to school groups, K-12, following all safety policies.
- Support the Programs and Education team in outreach, booking, follow-ups, and maintaining records.
- Assist the Programs and Education team in the development of curriculum and support materials for programs for all ages.
- Lead in-person youth and intergenerational programs both in the park and surrounding communities.
- Serve as support staff for other public programs, both in person and virtual.
- Attend staff meetings as scheduled.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

This is a seasonal, non-exempt term position from October – December 2022 with the opportunity to apply for the upcoming term from February-December 2023. Occasional evening and weekend work may be required.

Minimum Qualifications:

- The Conservancy's COVID-19 Safety Policy is that all employees entering the workplace must be fully vaccinated against COVID-19. Requests for accommodation for religious or medical reasons will be evaluated in accordance with applicable law.
- Relevant work experience and/or bachelor's degree required.
- Applicant must have weekday daytime work availability and reliable transportation to and from the work site, including off-site programs when applicable.
- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity and inclusion.
- Applicant must possess a sincere desire to work with elementary, middle and high school students in an educational setting. Applicant must be patient, hardworking, flexible and able to react well under pressure.
- Experience in environmental issues, science, arts, education, recreation, health or comparable experience working with children is preferred.
- First Aid and CPR certification must be completed prior to beginning employment.
- Employee must have a valid driver's license and meet our driving record policy due to use of a government or Conservancy owned vehicle. Employee will be required to participate in and pass the government Defensive Driving course.
- All employees of the Conservancy are required to pass a background check prior to the start of employment. Employees who will be working at the Cuyahoga Valley Environmental Education Center must be fingerprinted for a background check in the state of Ohio and an FBI criminal record check prior to the start of employment due to the presence of children. These employees must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.

Status/ Compensation:

- Full-Time seasonal position, non-exempt, \$17 hourly wage range.
- Some benefits are offered; eligible to enroll in medical, dental, and vision coverage.
- Skill training as needed to perform work duties.
- Opportunities to participate in Conservancy events and contribute creatively to future educational programming.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading **Seasonal Program Instructor**. This is an immediate opening and posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.