

# Job Posting

## The Institute at Renfrew

We are hiring:

### Early Childhood Environmental Educator/Faculty

**Immediate Supervisors:** Director of Environmental Studies and Director of Cultural Studies

Open January 10 until filled

#### Overview

The Institute at Renfrew is a non-profit organization serving the region with outdoor programming in environmental education, interpretation of a historic Pennsylvania German farmstead and a wide variety of family events. Activities are conducted on the site of Renfrew Museum and Park. (Please note that The Institute at Renfrew operates independently from Renfrew Museum and Park.)

***The mission of The Institute at Renfrew is to guide the people of the Cumberland Valley region to become stewards of their natural and cultural worlds.***

To achieve its mission, the Institute:

- provides environmental and cultural education to elementary and secondary school children,
- supports and conducts research about natural and cultural history,
- provides opportunities for adults to learn about the nature and culture of the region and the world,
- presents programs that inform and entertain the community.

#### JOB SUMMARY

The early childhood environmental educator is responsible for delivering established programs of The Institute at Renfrew (The Institute) at the preschool– 4th grade levels and developing creative new programs into the future. The primary role of this position is to work outdoors with preschool and primary age groups.

The early childhood educator must work in cooperation with co-teachers, administrators, volunteers, interns, and all other personnel of The Institute and with the staff of Renfrew Museum & Park.

**Availability:** Position is part-time, seasonal. Educator is expected to attend training sessions and regular staff meetings and to teach 3–5 days/week during the fall and spring teaching seasons (September–November & March–June) and winter/summer programming as needed. As new preschool program offerings are developed, the hours of the early childhood environmental educator will increase accordingly.

#### Duties and Responsibilities

- I. Share Renfrew’s rich heritage, stories and landscape to inspire and engage stewards of the natural and cultural world.
- II. Teaching Requirements
  - Develop and teach educational programs designed for preschool–4th grade children related to The Institute’s environmental and cultural education series. Faculty members assist in the development of educational objectives, course descriptions, activities and materials lists, acquisition and maintenance of appropriate instructional materials and props, pre- and post-class information.
  - Teaching of programs includes: site preparation, setting up materials/props, student instruction, taking down materials/props and returning to storage.



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### Duties and Responsibilities, *continued*

#### III. Volunteer/Student Teacher/Intern Supervision

- Assist in the development of a volunteer staff, including recruitment, training and evaluation, and to assist with the supervision of student teachers/interns.

#### IV. Administrative

- Attend meetings of The Institute as requested.
- Assist in the development of The Institute's long-term educational goals.
- Participate in program evaluations.
- Provide budget estimates for program development (equipment, materials, props, staff time) as requested by the administrative team.
- Interact, as needed, with Renfrew Museum and Park personnel with regard to use of facilities.
- Perform other activities within the scope of The Institute's educational programs as needed.

### Knowledge, Skills and Abilities

#### *Educator must demonstrate:*

- Knowledge of age-appropriate activities pertaining to environmental education for teaching preschool–4th grade students.
- Knowledge of innovative lesson planning for children between ages of 2–10 years.
- Knowledge and experience with local flora, fauna, and natural history for teaching in the outdoor environment at Renfrew Park.
- Knowledge of safety requirements pertaining to young children in the outdoors.
- Ability to respond appropriately to an emergency or a crisis situation.
- Professionalism, excellent leadership, organizational and interpersonal skills.
- High energy and the ability to work well with others (staff, children, visiting teachers and parents) and to foster a team environment.
- Good judgment, tact, and courtesy in dealing with the public.
- Attention to detail, good problem solving skills and flexibility.
- Ability to work without direct supervision.
- Strong oral and written communication skills. Grant writing experience is a plus.
- Experience working with Microsoft Office, PowerPoint and Excel. Strong email communication skills (group emails, prompt replies).



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### Professional Requirements for Early Childhood Environmental Educator/Faculty:

- I. At least an Associates degree required in early childhood education (ECE), child development (CD) or other related educational field (bachelor's degree preferred). The CDA (Child Development Associate Credential™) is a plus, as is a master's degree.
- II. Experience in nature-based programming (nature center, nature preschool, forest school, camps, parks, etc.) including work with preschool-aged children. (Two years preferred)
- III. Demonstrated interest in conservation and environmental education.
- IV. Experience with education in a non-traditional setting.
- V. Must have or be willing to obtain pediatric CPR/AED/first aid certification.
- VI. Must have or be willing to obtain FBI background check, Pennsylvania child abuse clearances.

### Physical Requirements

*Teaching outdoors requires a reasonable level of physical fitness. Educator must be able to:*

- walk long distances and pull garden carts with props and supplies over a variety of surfaces and rough trails through the course of a 7-hour day.
- stand for extended periods of time, sit, kneel, stoop, crawl, twist, reach above head, climb stairs or ramps, and carry up to 25 lbs.
- be outside most of the day, during all weather conditions.

### Ideal Candidate

The ideal candidate has a love and knowledge of nature and the outdoors and enjoys teaching children ages 3 to 10. The candidate has excellent teaching skills, nurturing children in a gentle and positive manner. Additionally, the candidate embraces the mission of The Institute, is a seasoned professional with leadership experience in environmental education, and functions very effectively as a member of a collaborative teaching team. Organization, reliability, flexibility, and a love of being in nature are key to the role.

**To Apply:** Email the following to: [info@instituteatrenfrew.org](mailto:info@instituteatrenfrew.org)

- Cover letter
- Resume
- Three references

**Please note: Absolutely no phone calls or walk-in inquiries.**

*The Institute at Renfrew is an equal opportunity employer.  
We celebrate diversity and are committed to creating an inclusive  
environment for all employees.*

