

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Education Assistant

Part Time: Annual  or Seasonal

Division: Environmental Education

Effective Date: 3/7/2022

Prepared by: J. Gaus-Myers

Approved by: R. Vitale

**Position Charter:**

The Educational Assistant works under the general supervision of the Manager of Environmental Education as well as the Senior Teacher/Naturalist in developing a comprehensive educational program at Pyramid Mountain Natural Historic Area, the Great Swamp Outdoor Education Center, and other educational facilities of the Morris County Park System.

**Essential Functions:**

- Teaches both adults and children in a variety of subjects concerning the ecology, environment, and natural history of the area, both in the classroom and outdoors, including school groups, scout groups, educational birthday parties, public programs, guided hikes, summer camp, etc..
- Develops, coordinates, and presents curriculum and materials for hikes and programs.
- Prepares educational displays and exhibits as required.
- Participates in publicity activities such as creation of flyers, articles, calendars, and press releases, etc..
- Assists with special events held by the Horticulture and Natural Resources Division as well as other divisions throughout the Morris County Park Commission.
- Greets visitors and answers inquiries from the public in a professional manner.
- Participates in all aspects of general programming, including scheduling and confirming school classes and other groups, answering phones and taking program registrations, maintaining records, requisitioning supplies and equipment, recording revenue, maintaining park directories, and assisting with office duties such as filing, typing, editing, copying, collating, and related functions as required.
- Assists with recruitment, training, scheduling and supervision of volunteers.
- Ensures adherence to established P.E.O.S.H.A. and Morris County Park Commission Safety Standards.
- Monitors site and insures that Park Commission policies and procedures regarding public access are followed.

**Other Functions:**

- Photographs activities and programs as required.
- May be assigned to any other facility used by the Division of Horticulture and Natural Resources.

- Performs such other work as required to further the goals of the education program to which they are assigned.

**Qualifications:**

- A Bachelor's Degree in natural sciences, education, or related field.
- Ability to work a flexible schedule including weekends and evening hours.
- Ability to communicate effectively with both adults and children.
- Prior experience educating children and adults.
- Basic background knowledge of natural history topics.
- Possession of a valid New Jersey driver's license.
- Basic computer skills, including familiarity with email, internet use, Microsoft Office products.
- Maintains an attendance record adequate to accomplish the essential functions of the position.
- Ability to complete the essential functions of the position with or without accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.