

Title: Environmental Education Fellowship
Department: Education
Reports to: Fellowship and Summer Camps Co-managers
Status: Full-Time Seasonal, Exempt
Date Updated: January 2021

Position Description: As one of 12 participants in the year-long fellowship, you develop teaching, interpretive, and public relations techniques rooted in residential environmental education. Fellows are exposed to a wide variety of audiences and through instructing our hands-on, experiential, and inquiry-based classes. Professional growth and learning is accomplished through direct teaching experience supported by staff, professional workshops, and a series of observations and evaluations.

Essential Functions:

Teaching*

- Teach adventure, science, and cultural history classes to a variety of audiences (primary audience is 4th - 8th grades)
- Set-up and clean-up of classes; inventory class supplies and kits
- Learn and present one-hour evening Naturalist Programs

Liaison*

- Host visiting groups and schools, serving as their point of contact for Eagle Bluff
- Orient groups about Eagle Bluff's policies and procedures as necessary
- Be on call for group needs via radio or telephone, including overnight
- Facilitate mealtimes and coordination between groups
- Assist with gift shop and other ancillary activities as needed
- Set up and clean up evening activities (i.e. movie, owl pellets); lead evening campfires, as scheduled

***Some teaching and liaison duties may be modified, altered, or discontinued due to COVID-19**

Education Department Team Member

- Demonstrate professionalism and show sincerity/sensitivity especially in areas of participant experience
- Show a commitment to individual and organizational growth and improvement; be flexible and maintain a positive attitude and composure when working alone/in teams, receiving constructive criticism, and during times of stress; show dependability in attendance
- Attend weekly Education Department meetings
- Participate in campus projects, including but not limited to, general and class maintenance, care of resident education animals (raptors, skunk, and reptiles), land management, invasive species removal, and more as necessary
- Work up to one weekend a month
- Undergo COVID-19 tests as needed to ensure safety and health of all staff and users

Graduate Student/Fellowship Participant

- Participate in graduate level seminars throughout the year, including Fundamentals of Environmental Education, Certified Interpretive Guide, Introduction to SE Minnesota Natural History, and Introduction to Program Design.
 - All Fellowship participants attend all seminars and trainings, but there is the option to receive graduate level credits from Hamline University for seminar participation.

Individuals must have a college degree in order to receive the credits, but it is not a requirement of the job to have one.

- Continually sharpen skills by attending trainings, participating in monthly observations & evaluations (e.g. formal, peer, self, etc.), reviewing individual feedback, and setting monthly and yearly goals

Summer Camp Counselor

- Plan at least one summer camp, including generate a supplies list, create and list activities, consider risk management, and create evaluations (done in conjunction with the Introduction to Program Design graduate seminar)
- Co-lead at least one overnight summer camp with another EE Fellow, serving as the point person for staff responsibilities, daily activities, and logistics.
- Assist with at least two of Eagle Bluff's Summer Camps in a counselor role, leading activities, managing behavior, and creating a positive environment for all campers.

Other duties as assigned.

Minimum Qualifications & Skills:

- Able to commit to August 15th, 2021 - August 6th, 2022
- Be 21 years of age by August 15th, 2021
- Interested and excited about facilitating positive, outdoor experiences for students of all ages and backgrounds
- Communicate clearly, effectively, and tactfully; active listener and collaborator
- High level of self-motivation and enthusiasm; an eagerness and willingness to learn
- Ability to live on-site in a dormitory communal setting with 11 other Fellowship members
- Willingness to operate and participate in high ropes courses
- Current CPR and First-Aid certification or willingness to obtain prior to start date
- Possess a general environmental and/or science literacy
- Computer, radio, and audio-visual equipment literacy

Preferred Qualifications & Skills

- B.A. or B.S. degree or any equivalent combination of experience, training and/or education
- Related experience as a naturalist, interpreter, camp counselor, trip leader, or other leadership roles
- Experience working with children
- Experience operating high ropes courses, rock climbing walls, canoeing, and other outdoor recreation activities

Work Environment:

Regularly works around adults and children and in outside conditions that include inclement weather, heat and humidity. Routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Noise level may be loud at times.

Physical Requirements:

Communication, detecting, traversing, and operating skills are needed. The physical demands of this job will vary, but typically require:

- Lifting 50-70 pounds maximum with occasional lifting and/or carrying of objects such as 60-pound canoes
- Frequent standing and traversing to a significant degree (2+ miles) and up/down hills.
- Remaining stationary for extended periods of time while using a computer and during seminars
- Constant movement and use of limbs including but not limited to typing, hauling, bending, pushing, and pulling
- Frequent communication (speaking and hearing) and information exchange on phones, radios, and in-person; conversing with individuals and audiences of 200+
- Frequent facilitation of non-continuous, self-belayed high ropes courses; including but not limited to operating 30 ft. off the ground, traversing cables, lifting of participants on course, and ziplining
- Frequent interaction with non-living and living creatures not limited to birds, insects, and reptiles
- Frequent exposure to weather elements (cold, hot, rain, snow)
- Occasionally driving vehicles on and off-road, including but not limited to UTVs, trucks, and trailers

Eagle Bluff ELC does not sponsor work visas, thus, in compliance with federal law, all persons hired will be required to verify eligibility to work in the United States by completing the required I-9 form upon hire. Employment will require the selected candidate to pass all background, criminal record, fingerprinting, reference checks.

Eagle Bluff ELC is an equal opportunity employer that promotes and values diversity. We do not discriminate on the basis of race, ethnicity, religion, national origin, gender, gender identity, sexual orientation, age, marital status, veteran status, or disability.

All employees are required to satisfactorily perform the essential functions of their positions. The essential functions listed above are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Compensation:

- Participants receive an \$850/month stipend for living expenses and to apply toward the cost of graduate credit or certifications as seen fit.
- Participants are provided housing in a private staff wing of the dormitory, sharing a bathroom/suite with one other person and having a private bedroom. All 12 participants share a common living room, dining room, kitchen, storage space, and laundry.
- As additional compensation, meals are provided when visiting groups are in residence as are food staples for use in the staff kitchen.
- Along with room and board, Fellows are offered paid sick time, paid holidays, limited paid vacation time, personal voicemail, internet access, staff gear, and use of Eagle Bluff's recreational equipment.
- Professional purchase discounts

Application Details:

<https://eaglebluffmn.org/employment/>

- 1) Email your resumé and a copy of your most current transcript to:
Henry Whitehead and Brent Burton, Fellowship Managers: fellowship@eaglebluffmn.org
- 2) Contact three professional references and direct them to our [online Reference Form](#) (found on our website). It is your responsibility to make sure the references are completed in a timely manner.
- 3) Answer and submit the [online application questions](#), on our website.

When we have received all of the materials above, we will contact you about continuing the hiring process.