Milwaukee’s Urban Ecology Center has captured the attention of leaders in cities across the country. The Center's model of environmental education centered on activating urban public natural areas has led to reduced crime, protected and improved urban natural areas, higher property values and academic achievement for students. Located in vibrant public green spaces, our fast-growing organization serves over 200,000 people of all ages annually. Our innovative team of cutting-edge non-profit professionals works in creative, high-energy open offices in state-of-the-art green facilities. The Urban Ecology Center is a leader in workplace flexibility and one of the Milwaukee Journal Sentinel’s “Top Workplaces”. The Urban Ecology Center’s facilities and programs have been recognized nationally and internationally for their innovative approach to sustainability, neighborhood-based urban environmental education and citizen science.

**Position Summary:**
The Community Programs department fosters a sense of belonging and a positive connection with nature by providing fun, safe and educational outdoor experiences. The Seasonal Community Program Educator position is part-time (both 12 and 24 hours per week options available). The primary responsibility of this position is to provide outdoor recreation and education programs that engage children, teens, adults and families from our three immediate neighborhoods during out of the school or work-day hours. Some of these programs include: Science Outdoors After-School Program, B’earthday parties, outdoor adventure programs (canoe, rock-climb, bike and hike), summer camps, holiday camps and scout programs. Welcoming visitors to the Center and serving as an ambassador of the Center’s mission are central to the position. The Community Program Educator position requires working afternoons, evenings, and weekends. The position will require the Community Program Educator to travel between the three branches.

**Knowledge, Skills, and Abilities:**

- **Education/Training:**
  - Associate’s Degree or Bachelor’s Degree preferred, particularly a degree in natural sciences, physical sciences, social sciences, education or related area. Other degrees and experiences considered.

- **Experience:**
  - Minimum of 1 year of experience teaching in an informal setting.
  - Experience leading groups in outdoor recreation programming (climbing, paddling, biking, cross country skiing)

- **Skills and Abilities:**
  - Lifeguard certification or ability to obtain
  - Familiarity or ability to learn how to run audio-visual equipment, including LCD projectors.
• Fluent in Microsoft Office (Excel, Outlook, Power Point, and Word)
• Must have had a valid driver’s license and driving experience for at least five years
• Ability to drive a 14-passenger bus with attached trailer
• Positive, friendly attitude
• Creativity
• Strong oral and written communication skills
• Ability to work independently and as part of team
• Excellent organizational and time management skills
• Good problem solving skills
• Attention to detail; accuracy
• Flexibility to respond to a variety of changing needs and tasks
• Ability and willingness to interact with people of all ages
• Able to assume responsibility
• Experience in leadership
• Experience handling money is preferred
• Professional Working Proficiency in Spanish, Hmong, Arabic, Laotian, or other languages spoken in the Milwaukee community is an added bonus

Job Conditions/Work Location:

• Time spent outdoors, working with groups of people
• Time spent in a classroom, working with groups of people
• Some time spent at a desk, on the phone, and using computers

Physical Requirements:

• Must be able to sit and type for periods of time and talk on the telephone
• Must be able to clean teaching spaces, as needed
• Must be able to set up tables and chairs and AV equipment
• Must be able to lead a hike, bike, climb rocks, paddle and lift canoes

Equipment Used:

• Computer, telephone, AV equipment, copy equipment
• Outdoor and recreational equipment

Supervisory Responsibilities:

• Responsible for the safety and well-being students, interns, and volunteers

How to Apply: To complete an online application, be prepared to attach 1) a cover letter, 2) three references and 3) a resume. You may also visit https://urbanecologycenter.org/get-involved/jobs-and-internships.html for an online application. Be prepared to attach in Microsoft Word or PDF: 1) a cover letter, and 2) a resume.

For further information about the position, please contact Annie Hooper, Community Programs Manager at (414) 964-8505 x131 or ahooper@urbanecologycenter.org.

For further information about the application and hiring process, please contact Tushunda Wright at (414) 964-8505 x159 or twright@urbanecologycenter.org.