BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Environmental Education Aide

QUALIFICATIONS:

A. High School diploma required. Bachelor's Degree within education field preferred.
B. Demonstrated interest in and ability to teach students to learn about the environment.
C. Willingness to teach outdoors in various weather conditions.
D. Must obtain all applicable criminal and child abuse clearances.
E. Ability to make sound judgments using situational awareness.
F. Valid Pennsylvania driver's license
G. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position

REPORTS TO:

Center Coordinator, Nolde Forest Environmental Education Center
Program Administrator for Logistics

POSITION GOAL:

Assist student visitors to develop environmental knowledge, skills and values as part of the environmental education programming of the Nolde Center.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this non-certificated position include, but are not limited to, the following fundamental duties:

A. Use appropriate teaching methods and strategies to educate student visitors to the center.
B. Lift and carry equipment boxes weighing up to 20 pounds.
C. Travel over uneven terrain in a variety of weather conditions.
D. Operate a motor vehicle with automatic transmission or Center golf cart for equipment delivery/pick up at teaching sites.
E. Teach environmental lessons for various age groups including Pre-K through High School using provided lesson plans and materials.
F. Exercise confidentiality in the execution of all job responsibilities.
G. Maintains awareness of environmental conditions and exercises sound judgment in adapting activities and responding to changing natural factors (e.g., weather patterns, trail conditions, wildlife presence) to ensure a safe, engaging, and responsive outdoor learning environment.
H. Perform other job-related duties as required or assigned.

TERM OF EMPLOYMENT:

A. Must be available three days a week to work on an irregular basis. Aides work when students are scheduled for programming on aides' assigned work days.
B. Report to work 1/2 hour before and remain 1/2 hour after a scheduled student group.
C. Must attend Spring and Fall training session/staff meeting.

D. Must be available to work at least five days during the summer.

Non-exempt. Hourly rate established by the Intermediate Unit Board of Directors per the Substitute Wage Rates

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	**Date:**

Revised: December 2, 2018
March 5, 2026

CC: Employee File