



Immediate Supervisor	PACT Community Education Coordinator	Work Day	3:30-5:15pm	FLSA Status	Non-exempt
Position Summary Leads students in exploring the great outdoors right in the school's backyard through treasure hunts, hands-on activities, and crafts – discovering the animals, insects, and birds nearby while learning to look, listen, and feel the nature all around them.					

Basic Duties and Responsibilities

- Plan and lead outdoor activities such as treasure hunts, nature-themed crafts, and hands-on exploration appropriate to the age group
- Guide students in discovering and observing animals, insects, and birds found on the school grounds
- Incorporate sensory-based exploration (looking, listening, and feeling) to build students connection with the natural world
- Adapt activities to weather and site conditions
- Manage nature and science supplies/equipment
- Manage daily attendance and pick-up procedures
- Create and maintain a safe, inclusive, and welcoming environment for all participants
- Enforce program behavior expectations and district policies
- Respond appropriately to minor injuries or incidents and report them to the Community Education Coordinator
- Maintain a clean, organized program space, including set-up and clean-up each session

Work Requirements and Characteristics

Education and Experience	Skill Requirements
A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character-traits.	• Interest or background in nature, environmental education, or outdoor/nature-based programming for children • Comfortable leading hands-on crafts and nature activities with young children outdoors in varied weather • Experience working with children/youth in a classroom, camp, coaching, or similar setting preferred • Ability to pass a background check • Strong communication and relationship-building skills with children and parents • Reliable and able to commit to the program's schedule

Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart
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This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

Following the School Calendar