

# Job Description

## Summer Educator



**Classification:** Part-time- Term

**Reports to:** Talkeetna Campus Coordinator

**Job Duration:** June – mid-September 2023 - to be mutually agreed upon

### **DEC Overview:**

Denali Education Center (DEC) is a non-profit organization that promotes appreciation, understanding, and stewardship of Denali National Park & Preserve wilderness and communities since 1989. DEC operates two unique educational campuses, a 10-acre campus just outside of Denali National Park and Preserve and a 3-acre campus in Talkeetna's downtown area.

### **Position Overview**

The Summer Educator will work with our Talkeetna Campus Coordinator to personalize and deliver "Welcome the Subarctic" programs for tour groups of up to 50 people. This program is an introduction to Denali's ecosystem in preparation for their time in Denali and a bus trip into the park. The Summer Educator will also lead DEC's weekly Timber Tots program, help with program set-up and break-down, and ensure the Susitna Hall is clean and presentable.

### **Main Position Responsibilities:**

- Collaborate with Talkeetna Campus Coordinator (TCC) to personalize a 45-minute "Welcome to the Subarctic" presentation
- Deliver the "Welcome to the Subarctic" programs to travel groups (usually arriving via Motorcoach) on Saturday afternoons
- Oversee the Timber Tots program that takes place every Wednesday morning at 10:00 am starting June 7 through August 12 by either delivering program content or assisting a volunteer leader
- Ensure the Susitna Hall is clean and presentable before and after each program. Depending on work schedule, interest, and mutual agreement, additional days for building cleaning and coordinating are available

### **Other Responsibilities:**

- May be responsible for co-leading outdoor field trips for students through other partner organizations
- Assist with Talkeetna Office Administrative duties, including answering phones, scheduling, facility management, and light housekeeping duties
- Assist with set-up and tear-down for educational programs and community events
- Assist with campus and program supply purchase, pick-up, or restocking as the need arises

### **Qualifications:**

- Experience developing and delivering educational programming that highlights various learning styles and using various media types; PowerPoint, formal presentations, etc.
- Knowledge or basic understanding of Alaska's natural history and ecology.
- Experience leading or co-leading groups of youth on trails, in a variety of weather conditions, or have the desire to learn.
- Strong interpersonal and communication skills
- Ability to have fun, be flexible, and maintain a positive attitude

- Possession of current CPR, First Aid Certification, or willingness to become certified.  
*Reimbursement available for required training*

**Preferred Knowledge and Skills:**

- Understanding of Alaska's interior, including but not limited to biology, wildlife ecology, botany, geology, natural history, history, prehistory, and infrastructure or ability to familiarize.
- Familiar with Mat-Su Valley, Talkeetna, and Denali National Park

**Working Conditions & Physical Demands:**

- Applicants should be motivated to work independently while being a part of a highly collaborative office work environment

**Scheduling and Hours:** Assigned hours for the summer educator each week include Timber Tots on Wednesday from 10 – 11 am with additional time for curriculum preparation, set-up, and clean-up. Tots will take approximately 4-6 hours per week.

Welcome to the Subarctic presentations are scheduled on Saturdays at 2:00 pm. Time to prepare a presentation is paid. Once the educator has created their presentation, not much time is needed for preparation beyond the room set up. Welcome to the Subarctic presentations will take approximately 2 hours per week, including set up and break down.

If more work is desired, shifts on Thursdays and Fridays are available, with tasks varying weekly and may include program scheduling, building cleaning or light maintenance, landscaping, mowing, and program preparation. Additional hours may be scheduled for up to 16 – 24 hours/week, depending on program schedules and the staff's desire for work.

**Compensation:**

- Pay is made bi-weekly. The starting wage is \$18.00/hour, dependent on experience

**Disclaimer:**

This position description reflects Denali Education Center's best effort to describe the essential functions and qualifications of this job. It is neither an exhaustive statement of duties, responsibilities, or qualifications nor a contract. Denali Education Center is an Equal Opportunity employer. Personnel is chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law. DEC values diversity and encourages all applicants.

**To Apply:**

Candidates should send a letter of interest to [kellie@denali.org](mailto:kellie@denali.org). You may address your inquiry and questions to Kellie Laurson, Talkeetna Coordinator. You may also call (907) 733-7003.