

# Talkeetna Educator

**Classification:** Full-time, non-exempt

**Reports to:** Talkeetna Campus Manager

**Job Duration:** One year contract (extensions possible)



## **DEC Overview:**

Denali Education Center (DEC) is a nonprofit organization that fosters appreciation, understanding, and stewardship of Denali National Park & Preserve wilderness and communities. DEC operates two unique educational campuses- a 10-acre campus just outside of Denali National Park and Preserve and a 3-acre campus located in the downtown area of Talkeetna, a gateway community to the park. DEC provides educational programs independently and in partnership with various organizations, including the National Park Service, Road Scholar, and Challenge Alaska.

## **Position Overview:**

The Talkeetna Educator will report to the Talkeetna Campus Manager and work collaboratively with the DEC Program Director (PD), Youth Program Manager (YPM), and Talkeetna Campus Manager (TCM) to refine existing educational content, develop new programs, and present our suite of youth camps, in-person programming, and virtual programming that resonates with DEC's mission and goals for educational engagement. Program development is in line with grant opportunities afforded by the National Park Foundation's Open Outdoors for Kids grant.

## **Main Position Responsibilities:**

Work with the Talkeetna Campus Manager and Youth Program Manager to coordinate the planning, preparation, and execution of DEC's youth programming based in Talkeetna.

### **FALL/WINTER**

- Market, schedule, and deliver two different programs for 4<sup>th</sup> grade students:
  - 1-hour virtual program "Animal Adaptations: Subarctic Survival"
  - 3-touchpoint program "You, Me & Denali"
    - Virtual introduction
    - In-person lesson
    - Follow-up activity for teachers
- Creation of a new virtual program about the Iditarod that adheres to Next Generation Science Standards aimed at the 4<sup>th</sup> grade level.
- Travel to schools in the Mat-Su Valley to deliver in-person portion of 3-touchpoint program.
- Co-host outdoor 'field trips' for classes (typically in the spring and in partnership with other local nonprofits).

### **SPRING/SUMMER**

- Work with YPM and TCM to plan, prepare, and execute Talkeetna Discovery Camp for 1<sup>st</sup>-8<sup>th</sup> graders, including but not limited to ensuring all needed paperwork and payments have been received and processed, scheduling partner visits, and activity preparations. Back-up instructor as needed for TDC.
- Coordinate Timber Tots (weekly 2-5-year-old nature program) marketing, scheduling, and ensuring proper staffing by either delivering program content or assisting a volunteer leader.
- Deliver programs in Susitna Hall for tour groups and community education.

### **OTHER DUTIES**

- Assist TCM and/or YPM with office administrative work, facility upkeep, and event coordination.

**Qualifications:**

- Possession of current CPR and First Aid Certification or willingness to become certified. *Reimbursement is available for required training.*
- Valid driver's license and clean driving record.
- Must be able to pass a background check as a requirement of working with youth.
- Experience teaching youth in a variety of settings.
- Ability to develop place-based educational programming using various learning and media styles.
- Ability to set up and lead virtual field trips, including familiarity with operating equipment (after training). Basic technology problem-solving.
- Knowledge or basic understanding of Alaska's natural history and ecology, and a passion to learn.

**Preferred Knowledge and Skills:**

- Familiarity with wildlife etiquette and Leave No Trace practices.
- Familiar with Talkeetna, Mat-Su Valley, and Denali National Park (trails, resources, and roadways).
- Experience and/or willingness to work in multiple settings including remote work, and as part of a collaborative office environment.

**Scheduling and Hours:**

- Availability of work varies based on season. The Talkeetna Educator will work between 20-25 hours/week in winter and up to 40 hours/week in summer.
- Shifts that fall outside of the duties outlined above may be available depending on program schedules and the desire for additional hours.

**Benefits:**

- Pay is made bi-weekly. The starting wage is \$18.00/hour and is based on experience. Paid time for training and program development is included.

**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 are chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

**To Apply:** Candidates should send a cover letter, resume, and two professional references to [kellie@denali.org](mailto:kellie@denali.org). You may address your inquiry and any questions to Kellie Laurson, Talkeetna Campus Manager. We look forward to hearing from you.