

**Alice Ferguson Foundation  
Job Description**

**JOB TITLE: Environmental Educator**

**ORGANIZATION: Alice Ferguson Foundation, Accokeek, MD**

**CLASSIFICATION: Part Time**

**REGULAR or TEMPORARY: Regular**

**REPORTS TO: Program Manager**

**LEVEL:**

**POSITION SUMMARY**

Join our team of Environmental Educators to facilitate student field studies on site at the Alice Ferguson Foundation, at parks in the DMV, and/or virtually for elementary, middle school and high school students. Education programs share joy in nature, promote stewardship of natural resources, provide NGSS based lessons, and embrace the natural environment and the cultural heritage of the Potomac River watershed.

**ESSENTIAL FUNCTIONS**

**Primary Role(s):**

- Teach students environmental education programs on-site or in parks/schools in the DMV area. These programs teach about the natural environment and agriculture through the lens of our historic farm. Focus is on understanding the human impact on the environment as well as helping students develop a love and appreciation for nature. Most programs are in-person.
- Educators may also teach, support and/or lead summer camp programs and other education programs provided through AFF.
- Help to maintain inventory of equipment and supplies, keeping them organized and in good working order.
- Perform data entry of education program surveys.
- Help with education program administrative needs.
- Maintains safety of visitors and animals.
- Follow AFF protocols and safety guidelines for COVID-19.

**Secondary role(s):**

- Represent AFF at meetings, networking and outreach
- Assist with animal care, haying, and other farm maintenance chores.
- Help with facility needs as requested, including the garden.
- Participate in special events: member events and other AFF-sponsored events as needed.
- Participate in staff development, including staff meetings and training.
- Assist supervisor, other teams/programs or Executive Director as needed.
- Other duties as assigned.

**SCOPE OF WORK**

Work is highly physical and active, conducted mainly outdoors in all types of weather. Must possess the ability to lift upwards of 50 lbs.

## AFF FUNCTIONS

### Professional Standards of Conduct

- Exhibit teamwork and cooperation by sharing knowledge, coordinating duties with other staff, and demonstrating the willingness to assist others as needed.
- Exhibit leadership by taking initiative, mentoring and problem-solving.
- Dress appropriately, use time wisely and meet deadlines.
- Treat staff members, students, teachers, partners and visitors with courtesy and respect.
- Initiate and respond positively to suggestions for improving service.
- Maintain AFF facilities and educational equipment, including inventories and equipment stored offsite in parks or elsewhere.
- Communicate effectively orally and in writing, including field study reports, data collection, newsletter articles, website and other documents. Assist in documenting AFF activities via digital images and video.
- Maintain confidentiality of privileged and sensitive information.
- Promote and support the values and mission of AFF in all outreach and visitor contact.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- High School degree required. College degree or equivalent is preferred. One full year of relevant work experience is preferred. A BA/BS in education, environmental education, biology or other sciences is a plus. Spanish speakers are also a plus.
- Ability to use a variety of online tools and platforms including Zoom, Google Meets, Microsoft Teams, Schoology, Google Drive, etc..
- Ability to speak, hear, see and exhibit physical ability to hike on uneven terrain for up to three hours, and lift objects up to 50 lbs.
- Must be able to work out of doors in all types of weather.
- May be asked to travel locally and/or regionally.
- Understand and teach ecological concepts. Exhibit knowledge of local flora and fauna.
- Impart to children and adults an appreciation of the natural environment and respect for all living things.
- Demonstrate skill in handling groups of children and adults by engaging and keeping their interest while effectively managing group logistics.
- Know and teach children and adult visitors the history of the Fergusons and Hard Bargain Farm.
- Anticipate safety concerns.
- Take appropriate action in case of injury or illness.
- Demonstrate and enforce safe handling techniques of all animals and plants.
- Use all equipment safely and proficiently.

### HOW TO APPLY

Please send a cover letter and resume to [apply@fergusonfoundation.org](mailto:apply@fergusonfoundation.org)  
Applications will be accepted until the position is filled. Contact Sarah Kempfer with questions.  
[skempfer@fergusonfoundation.org](mailto:skempfer@fergusonfoundation.org)

Equal Opportunity Employer / Minorities / Female / Disabled / Veteran

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.*