

**Position Title: Education Assistant**

Reports To: Education Coordinator

Position Summary: Education Assistants are partnered with an Environmental Educator during science based, outdoor education field trips at Columbia Springs. Volunteers support the educator, engage students on a one-on-one or small group basis, and help with logistical tasks during the field trip. In addition, all volunteers have the opportunity to host outreach booths at off-site events or volunteer at special events throughout the year.

Commitment: Field trips occur Tuesday – Friday during the school year and a volunteer shift is 4.5 – 5 hours (including lunch break). You will be able to decide on your schedule; however, we expect volunteers to attend a field trip weekly or bi-weekly. Education Assistants are expected to attend one outreach or special event. In addition, volunteers are expected to communicate with the Volunteer Manager and Education Coordinator regarding participation in a timely manner.

Onboarding: New volunteers are expected to fill out the volunteer application, schedule a meeting with the Volunteer Manager, pass a background check, shadow a field trip, and attend occasional training. Training is scheduled throughout the year and addresses volunteer safety and expectations, how to engage youth, and details about Columbia Springs history and ecology.

Essential Duties and Responsibilities:

- Engage students, lead small groups, and lead activities
- Assist with tasks such as materials management, prepping student work areas, cleaning up and putting away supplies
- Promote the mission of Columbia Springs and enhance the field trip experience by engaging parent chaperones, teachers, and students on field trips
- Ensure safety
- Attend two annual skill-building and season launch sessions (February and October)
- Work with staff to provide feedback on program activities
- Follow all policies and procedures set out by Columbia Springs

Qualifications:

- Must be enthusiastic about educating youth and connecting them with nature. We look for volunteers with scientific and natural history knowledge
- Work and communicate effectively and respectfully with others
- Dependable, punctual, and available during school hours (8:30 – 3:00) during week days
- Mobile and able to navigate through our natural site
- Work and communicate effectively and respectfully with others
- Self-directed and willing to take initiative

Benefits:

- Training and a lifelong learning experience
- Professional Development
- Admission to workshops, as well as volunteer-specific tours and events
- Program apparel, including a t-shirt and nametag
- Recognition events
- The opportunity to meet new people and learn more about Columbia Springs

For more information, please contact the
Volunteer Manager at 360-882-0936 ext. 222 or volunteering@columbiasprings.org
Visit our website at www.columbiasprings.org/volunteer