



**PEEC**

Pajarito Environmental  
Education Center

## Lead Educator and Curriculum Designer Job Description

**About PEEC:** PEEC is a 501(c)3 nonprofit funded by donations, memberships, grants, and contracts for services. Our mission is enriching people's lives by strengthening their connections to our canyons, mesas, mountains and skies. We are the operators of the Los Alamos Nature Center in Los Alamos, NM. Our website is [www.pecnature.org](http://www.pecnature.org).

**Objective:** Design and deliver high-quality, mission-driven, hands-on environmental education programs to students in grades pre-K-12 from all over Northern New Mexico.

**Salary, Hours and Benefits:** This position can be flexible to meet the needs of the person hired: hours will be between 30-40 per week and it can be either 10-month or year-round position. We are willing to work with the right person to make this job fit their life. The starting pay rate is \$22-\$23 per hour, either salaried or hourly. Our employee benefits may be viewed here: <https://pecnature.org/about/policies>.

At PEEC we work hard but we know that family and life comes first. We help each other and cover for each other.

PEEC is an equal opportunity employer, and we encourage applicants that help us achieve our goal of having a workforce with a diversity of backgrounds, experiences, perspectives, and skills.

### Preferred Qualifications:

- Certified teacher with classroom experience
- Experience designing and implementing outdoor education programs;
- Excited about sharing nature and the outdoors with children.
- Experienced in teaching students in grades pre-K to 12 in formal and informal settings.
- Experience working with audiences in Los Alamos, Espanola Valley, and Northern New Mexico Pueblos.
- Experience working with diverse communities of learners.
- An independent self-starter; responsible.
- Degreed from an accredited college or university in environmental education, natural science, outdoor recreation or related field, or have equivalent experience.
- Organized, and able to juggle complicated schedules.
- Clear communicator.
- Must be vaccinated against COVID-19

### Key Areas of Responsibility

#### Curriculum Design

- Work with other staff in the interpretive department to determine goals for PEEC's education programs.
- Partner with teachers, schools, and community groups to determine and meet their educational goals.
- Design and write standards-based curriculum for students in grades pre-K to 12 to be taught by interpretive department educators; working with interpretation team when applicable.
- Design and write curriculum for out of school time programs such as after school clubs, summer camps, outreach events, and teacher professional development.

### **Staff and Teaching**

- With other PEEC staff, plan a yearly calendar of offerings for teachers, advertise this to teachers, and schedule lessons, field trips, and classroom visits.
- With other PEEC educators, teach high-quality programs to students in grades pre-K to 12 throughout Northern New Mexico.
- Train education staff on public and school program curriculum.
- Assist with hiring of summer camp and after-school program staff.
- Develop and organize annual summer camp programs, with other PEEC staff.
- Collaborate with local pueblos and schools throughout the region on grant-funded, long-term projects and ensure project deliverables are fulfilled.
- Work with the director of interpretation and staff to develop a variety of projects and programs with local higher education institutions and organizations.
- Provide activities for and staff some outreach events.

### **Community Partnerships**

- Along with fellow interpretation staff, work to create, maintain, and grow robust partnerships with individuals and organizations throughout Northern New Mexico.
- Ensure that partners' and community groups' input is included in goals, priorities, and program development.
- Attend other groups' meetings and outreach events throughout Northern New Mexico. Represent PEEC's interpretive department in local and regional education groups, with other staff.

### **Program Evaluation and Tracking**

- With the director of interpretation and department staff, develop protocols and tools to evaluate education programming.
- Distribute evaluations and use the results to inform future programming.
- Track education programs data and report monthly.
- Assist the director of interpretation in tracking and reporting on grant expenditures.