

Kīlauea Point National Wildlife Refuge

Job Description for Environmental Educator Volunteer Position



Qualifications

- Must be organized and enjoy working with children.
- Must have background teaching or assisting a teacher in a classroom or outdoor setting and developing K-4th grade student curriculum.
- Must represent the highest standards of professional behavior including dress, punctuality, student management, interpersonal relationships.
- Ability to communicate effectively with teachers and other educators.
- Must be able to work a variety of hours and days as needed.
- Must work closely with Supervisory Park Ranger
- Must be able to pass a background check

Duties

The Volunteer Environmental Educator duties are to assist the FWS Volunteer Coordinator in managing the Environmental Education program including recruitment, scheduling, and leading EE programs in schools and on the Refuge. This person will also be revising and developing K-4th grade curriculum as relevant to the Refuge Complex's wildlife and the State of Hawai'i's Common Core Standards. You will become knowledgeable in working with FWS rules and regulations. You must possess good customer service skills and the ability to work cooperatively with cross-functional teams.

Obligations

- Complete a training program provided by Refuge staff;
- Review, understand, and abide by all volunteer-related Standard Operating Procedures
- Be able to contribute a minimum of 16 hours a month (4 hours/week);
- Provide own transportation to and from work site;
- Wear a uniform, nametag, closed-toed shoes;
- Report for work on scheduled dates and times; and
- Provide personal water, sunglasses, sunscreen, and weather protection as needed

Supervision

Volunteers will be supervised by the volunteer coordinator or other visitor services staff. Initially the volunteer will work closely with Service staff and/or experienced volunteers. Once each party feels comfortable, he/she will be permitted to work independently. The volunteer coordinator will spot check the volunteer's work and provide constructive criticism.

Benefits

- Have the opportunity to be of service to your community and country;
- Have the opportunity to access behind the scene locations of the Refuge Complex;
- Gain knowledge of Hawaii's marine coastal ecosystem, the cultural and natural history of Kīlauea Point, and the National Wildlife Refuge System;
- Gain additional training, such as CPR/First Aid/AED;
- Contribute to enhancing staff and volunteer service on Refuge landscapes and/or with wildlife; and
- Enjoy a 30% discount at the Kīlauea Point Natural History Association's Bookstore.