

ENVIRONMENTAL EDUCATOR PROGRAM SPECIALIST

UGA POSTING #: S13610P

- Proposed Start Date: Negotiable prior to August 15, 2025 to attend with seasonal staff training starting on August 18, 2025.
- Application Process & Deadline: This position is open until filled and will accept applications until 5:00pm on Monday, June 16, 2025. Please consider that as applications are received, eligible candidates will be contacted for interviews. Burton 4-H Center hopes to provide an offer no later than Friday, July 11, 2025.
- Wage: Compensation is commensurate with experience. The minimum salary rate for full-time employees starts at \$34,000 per year (or \$16.35 per hour).
- Employment Type: Full-time, benefits eligible and non-exempt status. Non-exempt employees must be paid for all hours worked and are eligible for overtime at time and a half when over 40 hours a week.

POSITION SUMMARY

This is a highly responsible, full time, benefits eligible position at UGA's Burton 4-H Center on Tybee Island reporting to the Environmental Education Program Coordinator and under the oversight of the Center Director. This position is an introductory and developmental position for an individual pursuing career development towards being a coordinator and/or director of a residential facility. This role is to support overall center operations of educational programs, meal service and cabin-style lodging for K-12 youth and adult guests in the three core areas of Environmental Education, Summer Camp, and Third-Party Groups.

IMPACT & INFLUENCE

This position has close interactions with the 4-H Center Director and the 4-H Environmental Education Program Coordinator; this position is a part of the full-time team and a positive role model position for the seasonal team of educators, camp counselors and volunteers. In addition to staff, will influence youth and adults partaking with programs and will help to continue a connection with guests and alumni even if they no longer are onsite. This position will have an impact on co-workers, youth, adults, guests, and volunteers.

WORK SCHEDULE

Workdays are consistently Monday-Friday with weekly hours/schedule depending on reservations (spring season being more demanding than fall season). Mondays and Wednesdays are longer days due to teaching arrival day, evening classes, accommodating Sunday arrivals, and/or Wednesday turn-over between sessions. Weekend work is limited due to an attempt to balance hours. Opportunities may arise for weekend work (i.e. community outreach and tabling, weekend groups, etc.), in which staff coverage is based on educator willingness and commitment. Time off is encouraged, supported and flexible with advanced and professional notification (and approval) from direct supervisor.

APPLICATION INSTRUCTIONS

1. Go to www.ugajobsearch.com
2. Under the "Location of Vacancy" select "Burton 4-H Center – Tybee Island"
3. Click "Search" and select "Environmental Education Program Specialist - Burton 4-H Center"
4. Click "View Details"
5. Click "Apply for this Posting" and complete the UGA application
6. After applying, notify EE Program Coordinator, Erine-Fay McNaught (erinefay.mcnaught@uga.edu) and 4-H Center Director, Paul Coote (paulc@uga.edu) of your submitted application. Please include your application confirmation #, your attached resume, cover letter and 3 work-related references.

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QUALIFICATIONS & EXPECTATIONS

PREFERED QUALIFICATIONS

A bachelor's degree (education or science preferred). Ideal applicants have experience working with students and youth in a summer camp, traditional, nontraditional and/or outdoor education setting. Ideal candidates are committed, have a genuine interest in youth development, strong passion for education, enthusiasm for life-long learning and seek opportunities for connecting students with meaningful experiences in science and the natural world. Applicants with customer service and hospitality/food industry experience are strongly encouraged. Ideal candidates also have dynamic personality, group management skills, leadership abilities, teamwork mindset, self-confidence, effective communication skills, a positive attitude and flexibility. Qualities fitting for the job include adaptability, integrity, willingness to connect and build relationships, and the desire to grow and be challenged.

RECOMMENDED KSAO'S

KSAO'S = Knowledge, Skills, Abilities, and Other Characteristics

- Skill in teaching a wide variety of subjects to youth 6-18 years old
- Broad knowledge of outdoor education and able to work in an outdoor setting
- Ability to work with and care for reptiles, amphibians, marine fish/invertebrates/mollusks
- Ability to communicate effectively with youth, adults, and young adults
- Ability to work both independently and in a team setting

PHYSICAL DEMANDS

Work hours vary and are not typical 8am-5pm depending on reservations and guest needs while responding to "on-call" duties i.e. weekends, evenings, early mornings. Physical demands include but are not limited to:

- Working and teaching in all types of weather conditions, i.e. buggy conditions and outdoors
- Lifting 50 pounds
- Moving heavy goods of commercial cleaning supplies
- Moving commercial kitchen deliveries and pans of food
- Moving and setting up teaching supplies
- Moving furniture and property items for emergency preparations of natural disasters i.e., hurricanes, flooding
- Climbing ladders and steps into school buses
- Sitting for significant periods of time while working at a computer
- Sitting while driving to attending meetings in various parts of the state and while driving oversized vehicles with guests
- Sitting in vehicles without heat/air-condition
- Standing for long periods of time
- Standing at chest-depth in the ocean and waves while lifeguarding
- Bending over for general maintenance tasks and fixes
- Walking approximately three or more miles a day

PREFERED CERTIFICATIONS

Either currently held and/or willingness to be obtained within first year of employment:

- CPR/First Aid/AED Certification
- CPR/First Aid/AED Instructor Certification
- Lifeguard Certification
- Lifeguarding Instructor Certification
- Georgia Commercial Driver's License (CDL – school bus or passenger bus)
- ServeSafe Food Manager
- ServeSafe Allergens

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DUTIES & RESPONSIBILITIES

OVERVIEW

100% breakdown by priority

- 40% - Senior & Lead Educator -Teaching & Training
- 15% - Operations Support
- 15% - Animal Care
- 10% - Coordinating Third-Party Reservations
- 10% - Volunteer Management
- 10% - CPR/First-aid/Lifeguard Instructor

SENIOR & LEAD EDUCATOR – TEACHING & TRAINING (40%):

- Work closely with the Environmental Education Program Coordinator to coordinate, manage, and deliver the 4-H Environmental Education Program (August-May)
- Assist the Center Director with Georgia 4-H Summer Camping Program (May-July)
- Teaching
 - Teach programs that focus on coastal ecology, life science, earth science and marine science
 - Role model positive, teaching skills and management methods for working with diverse audiences of youth for seasonal educator and summer camp staff
 - Regularly teach 1-2 classes a week in year-around programs
 - Teach dissection programs during 6-9 weeks of summer camp
 - Co-teach with seasonal education and summer camp staff as needed
 - Pursue on-going learning and content mastery of program offerings
 - Through regular teaching, obtain feedback from staff and guests on areas of programmatic growth and organizational development
 - Apply new techniques, procedures, materials in programs as developed
- Assist, collaborate and support Program Coordinator with:
 - Staff schedules and reservation schedules
 - Yearly EE staff training (3-4 weeks during August and September)
 - Arrival day communications, preparations and/or schedule adjustments
 - Curriculum development and implementation
 - Professional development
 - Support seasonal educator and summer camp staff with curriculum content and program logistics
- Assist/Lead trainings for:
 - Assist with Environmental Education staff training
 - Assist with summer camp staff training
 - Volunteers
 - CPR/First-aid and Lifeguard trainings for UGA 4-H Extension Staff
- Occasional supervision and support of seasonal staff members when the Director or Coordinator is not present.

OPERATIONS SUPPORT (15%):

Shared responsibilities assigned/as needed with team of full-time staff include but are not limited to:

- Obtain growth-mindset and willingness to learn new skills
- Rotating “on-call” duty when groups are on-site and overnight; typically, two evenings (5pm-8am) per weeknights and every third weekend
- Manage communications with guests when “on call
- Open/close and operate shifts in the canteen (gift shop)
- Drive school buses for off-site programs

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- Facilitating KP's during meal service
- Assisting/leading dining hall service
- Create on-going positive partnerships and connections within the community
- Social media presence on Facebook, Instagram, and LinkedIn
- Support cleanup of facilities including but not limited to mopping, sweeping taking out trash/recycling, bathroom/dorm cleaning, etc.
- Assist with general maintenance of the center including but not limited to landscaping, mowing, painting, trail preservation, power washing, etc.

ANIMAL CARE: (15%)

- Independently lead and oversee animal care
- Animal care is year around and includes holidays when guests are not present on-site.
- In times where staffing demand (or lack thereof) and/or the schedule dictate, responsibility includes caring for ALL the animals themselves and/or organizing volunteers to assist with coverage.
- Manage the care of captive marine and reptile wildlife including but not limited to loggerhead sea turtles, diamondback terrapins, gopher tortoise, marine invertebrates, coastal fishes, and native and nonnative snakes
- Feeding, cleaning and maintenance of captive animal collection
- Train seasonal staff and volunteers to assist with husbandry
- Role model and instill best practices and the importance of proper husbandry and care
- Order food and supplies for use in animal husbandry
- Inventory management of supplies and orders
- Maintain proper permits in accordance with Georgia DNR
- Coordinate vet visits both in-house for resident reptiles and at Georgia Sea Turtle Center for loggerhead sea turtles
- Collaborate with Georgia DNR to acquire loggerhead sea turtle stragglers every 2 years as well as release jumpstarted juvenile after 4 or 5 years
- Work on end-of-life plan(s) for older animals with veterinarian
- Habitat and tank maintenance and improvements as needed
- Arrange educational outreach events for staff/volunteers

COORDINATING THIRD-PARTY RESERVATIONS (10%)

- Introduction to coordinator responsibilities
- Coordinate weekend facility rental groups, typically girl/boy scouts, sorority groups, and church groups
- Communicate with lead contact to secure required paperwork, signed contracts, and deposits
- Coordinate with EE Program Coordinator to avoid conflicts from weekend groups to weekday groups
- Availability and communications via email or phone to answer any questions that weekend groups may have

VOLUNTEER MANAGEMENT (10%)

- Maintain relationships with current team of 10+ volunteers
- Recruit new volunteers to help support programming in needed areas
- Log volunteer hours into 4-H enrollment monthly
- Build the volunteer and/or staff schedule for animal care
- Facilitate on-boarding training for volunteers
- Teach volunteers skills as needed
- Coordinate volunteer schedules with seasonal staff schedules to identify program needs helping ensure all responsibilities are covered

CPR/FIRST-AID/LIFEGUARD INSTRUCTOR (10%)

- Obtain CPR, First-aid and Lifeguard Instructor status
- Assist and teach statewide Georgia 4-H Lifeguard trainings for summer camp counselors
- Assist and teach statewide Georgia 4-H CPR/FA for Extension staff

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- Teach CPR/First Aid/AED trainings for Burton staff

BENEFITS & ADVANTAGES

HOUSING ACCOMMODATION

- **Rent:** \$50.00/per month (all utilities included).
- **House Description:** Separate staff housing (1BD, 1BA Marsh Cottage <500sqft) is provided on-site to perform on-call duties as part of a rotating assignment. On-call responsibilities typically are during half of the week and rotating weekends. Includes an outside back porch overlooking the surrounding salt marsh and tidal creek.
- **Proximity:** Home is on-site within our gated property and two-minute walking distance to work. Conveniently, located in the middle of Tybee Island where everything “on island” is walking or biking accessible. Not to mention, the experience of living surrounded by salt marsh, a ½ mile stroll to the beach, and 18 miles away to Historic downtown Savannah, Georgia!
- **Considerations:** This role is not required to chaperone children overnight. Please consider that housing on-site is optional, not required and no pets allowed; Hourly rate does not change if opting to commute.

BENEFITS

- **Health Insurance:** The USG provides healthcare to all employees working 30 hours per week or more on a regular basis. All USG employees are covered by workers’ compensation, and certain employees also qualify for Social Security participation. The plans offered by the USG are through Blue Cross Blue Shield and Kaiser Permanente. For more detailed information on how to enroll in your plan, compare plans, and ask questions, please visit the [USG Healthcare page](#).
- **Retirement Plans:** USG offers a number of benefits and programs that you and your eligible dependents can participate in either through TRS or ORP. All employees (excluding students) within the University System of Georgia, as a condition of employment must be enrolled in a retirement plan. Your plan options will be based on your employment status. In addition to one of the required plans, USG offers supplemental retirement saving plans. For more information, visit the [USG Retirement Site](#) and [TRS & ORP Comparison Plans](#).
- **Tuition Assistance Program:** The USG and its institutions encourage full-time faculty, staff, and administrators to participate in development activities and study by remitting tuition for those activities that have been authorized by the employee’s institution. Participation in the Tuition Assistance Program (TAP) shall be available to full-time, benefits eligible employees who have successfully completed at least six months of employment in a benefits-eligible position as of the date of the TAP application deadline for the desired academic semester. For more information visit the [UGA TAP Website](#).
- **Sick Leave:** Benefit-eligible employees earn 8 hours of sick leave per month (Pro-rated based on FTE). For sick leave, there is no limit on the amount that may be accumulated. Sick leave may be used for illness/injury, doctor’s appointment, quarantine in the employee’s household and for illness, injury, or death of an employee’s immediate family member.
- **Paid Holidays/Deferred Holiday Leave:** The University observes **13** paid holidays a year! Check out the [UGA holiday calendar](#). If a non-exempt employee is required to work on an official holiday or the holiday falls on the employee's scheduled off day, the employee may be granted deferred holiday leave balance
- **Paid Annual Leave:** A benefits-eligible, twelve month employee is eligible for paid annual leave after being active for 15 days within a month. Leave accruals are pro-rated based on full time equivalency (FTE). For biweekly employees, leave accruals are granted during the pay period that contains the last day of the month but are available for use at any point within that pay period. There is a 360 hour/45 day cap on annual leave. Any amount of annual leave that exceeds 360 hours on December 31 will be lost.
- **Paid Certifications:** CPR/First-aid training, ServSafe Food Handler training, Phytoplankton Monitoring Network (PNM) Volunteer Training. Additional opportunities may arise pending funding and availability of trainers.
- **Pro-Deals:** Access to Burton 4-H work accounts and individual qualification for “pro-deals” to name brand outdoor gear.
- **Tybee Parking:** Access to discounted, annual parking passes.

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Burton 4-H on Tybee Island Environmental Education ☘ P: 912-786-5534 ☘ www.burton4h.org ☘ burton4h@uga.edu

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