



Joseph N. DiVincenzo, Jr.  
Essex County Executive



**COUNTY OF ESSEX**  
Department Of Parks, Recreation and Cultural Affairs  
ESSEX COUNTY ENVIRONMENTAL CENTER  
621-B EAGLE ROCK AVENUE  
ROSELAND, NEW JERSEY 07068  
Phone 973.228.8776  
Fax: 973.228.3793



**Daniel K. Salvante**  
Director

### Position

#### **Teacher/Program Assistant – Part Time**

### General Statement of Work

Part-time. Under the direction of the Facility Manager and Program Coordinator, a Teacher/Program Assistant aids the Center staff in conducting environmental education programs and helping to support special events serving all ages and interest groups at the Center. The Teacher/Program Assistant will also provide administrative support in the daily execution of assigned program(s) or projects. **Ability to work week days and Saturdays between 9am to 2pm is necessary**, as well as occasional weekday afternoons and evenings; approximately 25 hours per week.

### Duties

1. Teach environmental education programming at the Center and in the County System, as required, for children ages 18 months to grade 12 and adults.
2. Participate in the planning and execution of special events, including soliciting donations and seeking funding sources.
3. Provide general staff support, including answering phones, word processing, copying, faxing, filing, drafting correspondence and assisting with mailings.
4. Participate in staff meetings and Center development.
5. Work closely with Center staff to carry out the Center's vision and mission.
6. Present a positive image to the all facility users and the public.
7. Perform other duties, as assigned.

### Background

The candidate for this position has background in biology, environmental science, education, or related field with excellent public speaking skills. Some teaching experience required, as well as knowledge or familiarity with local environmental issues, flora and fauna, ecosystems, outdoor activities, and education. Prior experience working with the public, especially groups of children, in educational settings is also preferred. Considerable walking and some lifting required.

### Compensation

Salary \$/hr. Maximum of 25 hours per week.

Submit cover letter, resume and references to: Tara Casella, Center Director, Essex County Environmental Center, 621-B Eagle Rock Avenue, Roseland, NJ 07068 [tcasella@parks.essexcountynj.org](mailto:tcasella@parks.essexcountynj.org)

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