



# Job Posting

**Renfrew Institute for Cultural and Environmental Studies, Inc.**  
*Building Connections...to the past, and to the natural world*

**We are hiring two Educators — Environmental & Historical Studies**  
Part-time seasonal  
Open June 15 until positions fill

## Overview

Renfrew Institute is a non-profit organization serving the region with outdoor programming in environmental education, interpretation of a historic Pennsylvania German farmstead and a wide variety of family events. Activities are conducted on the site of Renfrew Museum and Park. (Please note that Renfrew Institute operates independently from Renfrew Museum and Park.)

***The mission of the Renfrew Institute for Cultural and Environmental Studies is to guide the people of the Cumberland Valley region to become stewards of their natural and cultural worlds.***

To achieve its mission, the Institute:

- provides environmental and cultural education to elementary and secondary school children,
- supports and conducts research about natural and cultural history,
- provides opportunities for adults to learn about the nature and culture of the region and the world,
- presents programs that inform and entertain the community.

## Position Summary

The Environmental & Historical Studies Educator is a dynamic and energetic individual, with proven experience leading programs for school children. The educator will be responsible for the delivery of environmental and cultural history programs, pre-K through middle school.\* [see page 2]

**Availability:** Position is part-time, seasonal. Educators are expected to teach up to 5 days/week (as needed) during the fall and spring teaching seasons (mid-August through mid-November and mid-March through early June), and to attend training sessions and regular staff meetings (sometimes in the off season).

**Immediate Supervisor(s):** Director of Cultural Studies and/or Director of Environmental Studies

## Duties and Responsibilities

I. Share Renfrew's rich heritage, stories and landscape to inspire and engage stewards of the natural and cultural world.

### II. Teaching Requirements

Teach educational programs designed for school children and adults related to the Institute's cultural and environmental education series. Faculty members assist in the development of educational objectives, course descriptions, activities and materials list, pre- and post-class information and cost estimates for each program. Teaching of programs includes student instruction, site preparation, acquisition and maintenance of appropriate instructional materials and props.

### III. Volunteer/Intern/Student Teacher Supervision

- Assist with the supervision of interns/student teachers as needed.

### IV. Administrative

- Attend meetings of the Institute as requested.
- Assist in the development of the Institute's long term educational goals.
- Participate in program evaluations.
- Perform other activities within the scope of the Institute's educational programs as needed.

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## Educator — Environmental & Historical Studies

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### Professional Requirements for Educator Position:

- Bachelor's degree in education, recreation & parks, interpretation, history, science, or related field
- Teaching certification preferred but not required
- Experience in environmental/outdoor education and/or historical interpretation
- Ability to teach multiple grade levels, pre-K thru middle school\* [see note below]
- Early childhood experience a plus
- Ability to develop educational curriculum
- Ability to teach within nontraditional setting
- Willingness to work in varying weather conditions
- Physical demands: Teaching outdoors requires a reasonable level of physical fitness allowing the instructor to pull garden carts with props and supplies, walk distances through the course of a 7-hour day and move easily over rough trails.
- Background checks required
- Certification in CPR, AED, First Aid or willingness to be trained

\*Applicants who prefer a more limited grade level teaching range (e.g. Pre-K thru 3rd or 4th through middle school) are encouraged to apply, and to note their preference in the cover letter.

**To Apply:** Email the following to: [info@renfrewinstitute.org](mailto:info@renfrewinstitute.org)

- Cover letter
- Resume
- Three references

***Please note: Absolutely no phone calls or walk-in inquiries.***

