



Business Title: **Seasonal Outdoor Educator**

Official title: Assistant(AD033)

Qualifications:

Required:

- Ability to work in a team setting with enthusiasm and creativity, and the ability to work independently.
- The desire to teach user groups ranging in size from 20-150 participants.
- Familiarity with outdoor adventure pursuits and their associated equipment, such as camping, canoeing, archery, etc.
- A general understanding of the field of environmental education, natural resources, education and youth development
- Ability to work flexible hours any day of the week including some evening hours
- Ability to occasionally lift and carry 35 pounds.
- Ability to hike several miles on uneven terrain including trails and stairs in a wide variety of temperatures and environmental conditions.

Preferred:

- Coursework toward or a bachelor's degree in education, natural science, biology, environmental education or a related field
- Lifeguarding certification or ability to obtain before start of employment
- Professional certifications in any of the activities which we commonly offer, such as licensed teacher, archery, low element challenge course, canoeing, etc.
- Ability to take responsibility for one of the specialization areas. Specialization areas include, but are not limited to: program animals, challenge course, technology, marketing and social media, and facility improvement.

Job Summary:

The Upham Woods Seasonal Outdoor Educators are the primary programmatic personnel for Upham Woods in the summer season. In that regard, this position is responsible for teaching programming and recreational activities for user groups, interacting with 4-H Youth educators and adult volunteers, other group leaders, and care for programmatic, outpost and recreational equipment, which includes the science center animals. All of the above is to be done with a focus on customer service and effective educational methods in a safe environment.

RESPONSIBILITIES:

Education

- Teach environmental education and outdoor recreation programming to school and community groups and facilitate public/community outreach both on and off-site to groups ranging in size from 20-150 participants. A list of common programs is available here:
<https://fyi.extension.wisc.edu/uphamwoods/home-page/programs/>
- Collaborate with team members to identify and manage risk in the outdoors.

Community Engagement

- Serve as liaison (main point of contact) for visiting groups including on call status*
- Facilitate meal service with dining hall staff
- Reporting and record keeping of participant demographics, goals, and outcomes to comply with federal requirements and billing.

*On call status refers to liaison duties extending overnight, where a provided cell phone is left on in case of emergency contact from the visiting group.

Conservation



- Support conservation projects by preparing necessary tools, safety equipment, and project materials for use on conservation project days.
- Under supervision of the Facility and Operations Manager, hike and perform trail work related tasks such as trail repair, new trail construction, and trail reroutes.
- Complete facility maintenance projects including painting and minor cleaning, as needed.

Housing

Lodging is available while working at Upham Woods in our staff duplex. Bedroom assignments can be an individual or shared, shared bathroom, and shared common areas (kitchen, living room, laundry facilities).

This position has the possibility of starting in March of 2024 or April of 2024.

Standard Summary: AD033 Assistant

Assists with a variety of responsibilities throughout different job groups and positions across the university.

Essential Responsibilities:

- 5% Provides assistance for units as requested, such as wiping down tables, filing, coping, sorting, and delivering mail
- 70% Performs the typical duties as required by each position according to what is needed
- 25% Acts in compliance with the standards of their job, represents the university in a positive manner, and completes the assigned tasks that are aligned to their role

Education:

Preferred

Bachelor's Degree

in education, natural science, biology, environmental education or a related field

Additional Information:

The FTE for this position is between 50% - 100%

Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e. a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without need of employer sponsorship) on or before the effective date of appointment.

How to Apply:

We are eager to learn more about how your experience and passion may align with this position.

Please submit a cover letter referring to your related work experience and a resume detailing your educational and professional background.

Your cover letter should communicate your interest in the position and how your skillset aligns with the role. The application reviewers will be relying on written application materials to determine who may advance to preliminary interviews.

It is anticipated this position requires work be performed in-person, onsite, at a designated campus work location.

A period of evaluation will be required

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://employee disabilities.wisc.edu/disability-accommodation-information-for->



POSITION VACANCY LISTING

University of Wisconsin-Madison

applicants/

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The Annual Security and Fire Safety Report (<https://jobs.wisc.edu/asr>) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the University of Wisconsin Police Department.

Job Group: Administration

Job Subgroup: Administrative Services

FLSA Status: Non-Exempt

Employee class: Temporary Employment

Department(s): A473290 / EXT/ANRCD

Full time salary rate: Minimum \$15.870 HOURLY
Depending on Qualifications

Salary detail: Base pay of \$15.87 per hour for new outdoor educators; those returning to Upham Woods or coming from another ACA accredited camp may receive a higher pay. A pay rate bump is also given for those who will be starting with a valid (through entire season) first aid or lifeguard certification per the numbers below. This position will also be eligible for standby pay of \$2.25/hour when on call and a pay differential of \$0.80/hour for all hours worked from 6pm-6am or hours worked on Saturdays and Sundays. Anticipated work of 40 hours per week when groups are onsite. If there are not groups onsite, there will be at least 20 hours per week of work available.

- \$0.50/hr increase for 2nd year at Upham Woods
- Additional \$0.50/hr increase for 3rd year return
- Additional \$0.50/hr increase for 4th year (final increase)
- Additional \$0.25/hr for first aid certification prior to start date (must be active throughout entire camp season, cannot be combined with lifeguard certification)
- Additional \$0.50/hr for lifeguard certification prior to start date (must be active throughout entire camp season)
- Additional \$0.50/hr for previous camp experience at another ACA accredited camp

Term: This position will end on August 30, 2024

Appointment percent: %

Anticipated begin date: March 11, 2024 or As Soon As Possible

Number of positions: 2

Department Contact:

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For more information, please visit:
University of Wisconsin-Madison: <http://www.wisc.edu>
Office of Human Resources: <http://www.hr.wisc.edu>
Jobs at UW: <http://jobs.wisc.edu>