



## ODC Network POSITION DESCRIPTION

**Title:** Education Network Preschool Consultant

**Reports to:** ODC Education Network Manager

**Category:** Part Time to Full Time

*Bilingual English/Other Language Candidates Welcomed to Apply*  
*Candidatos bilingües en inglés/español bienvenidos a aplicar*

**Overview:** The ODC Network (ODCN) is a nonprofit organization focused on educating children and families about our natural resources, providing educational programming throughout West Michigan. The *Education Network* provides education, training, and support to local schools in order to implement high quality nature based education programs. *Little Hawks Discovery Preschool* is a nature-based preschool operated by the ODCN which seeks to build academic skills within a unique natural environment with an emphasis on nature based inquiry and outdoor exploration.

**Purpose:** Provide coaching and training to early childhood and lower elementary teachers at partner schools wishing to increase nature based education programs at their school. This position may also provide support to current and future *Outdoor Discovery Schools* that are owned and operated by the ODCN.

### **Primary Responsibilities:**

#### *Preschool Teacher Coaching and Training*

Work with ODC Education Network Team to

- Provide one on one support in the form of co-teaching and co-planning experiences helping educators develop and teach academic and social development lessons in an outdoor setting
- Reflect on teaching and learning experiences to help improve and build curriculum
- Design and develop behavior and management routines based upon best practices identified with partner schools and the ODC Education Network
- Help teachers establish routines and rituals that reflect children spending time learning, playing, and growing in an outdoor environment
- Work actively with ODCN staff to ensure children have a strong connection to nature
- Provide support to ODCN *Discovery Schools* as needed

#### *Professional Responsibilities*

- Maintain educational and training requirements for licensing and quality program assessments

#### *Supervision*

- Provided by the ODC Education Network Manager and VP of Early Childhood Education as

needed

**Desired Education/Experience:**

- Teaching certificate with early childhood emphasis, ZS endorsement preferred OR Degree in Outdoor Education with teaching certificate
- Two or more years of experience in working at a nature center and with young children, preferably experience at a Nature-based Preschool
- Background/experience in nature-based instruction, outdoor education or similar field

**Other Skills and Abilities:**

- Able to demonstrate leadership and motivation for teachers willing to learn and grow
- Ability to design and try new ways of teaching content beyond the classroom
- Demonstrated interest in young children and early childhood education
- Interest in nature and being outdoors
- Willingness to spend a significant amount of time outdoors each day, in all types of weather
- Demonstrated good character, responsibility and suitability to meet the needs of children
- Demonstrated ability to work in a team
- Must pass complete background check, including fingerprinting
- Current certification in First Aid/CPR desired, training will be provided if needed

**Physical Demands:**

This position requires the following physical activities: pushing, pulling, climbing, walking, standing, squatting, stooping, kneeling, twisting, reaching, sitting, lifting, bending, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work/teaching is performed indoors and outdoors.

**Equipment Operated:**

Must be proficient with Microsoft Office applications, Google Suite, and the operation of general office equipment

**These job responsibilities represent only the essential and most significant duties of the position. This job description does not exclude other work assignments, directives and responsibilities not mentioned above.**

**ODC Network Diversity Policy Statement:**

The ODC Network is an equal opportunity employer. To read our diversity statement, go to <https://outdoordiscovery.org/wp-content/uploads/2020/11/Diversity-Policy-Statement.docx.pdf>

Eligible Candidates should send their resume and up to three references to:

ODC Network, %Bob Wandel 4214 56th Street, Holland, MI 49423  
or email [odc@outdoordiscovery.org](mailto:odc@outdoordiscovery.org)