



# Puget Sound Estuarium

## Independent Contractor | Contract Educator

Compensation: \$20.00/hour up to 60 hours/month

The Puget Sound Estuarium engages Contract Educators to implement environmental and marine science education programs throughout South Puget Sound. Programs may take place at schools, parks, beaches, the Estuarium, partner locations, camps, docks, waterfront locations, and other community and field settings.

Contract Educators are independent professionals who select assignments based on their interest and availability. Available assignments are posted or offered by the Estuarium with the program date, time, location, and other relevant information. Contractors may accept or decline individual assignments without penalty.

Contract Educators are compensated for all authorized time necessary to complete an accepted assignment, including applicable preparation, program setup, program delivery, cleanup, required program data collection, authorized training or meetings, and other authorized assignment-related work.

Authorized mileage is reimbursed separately at the Estuarium's established mileage reimbursement rate.

Contract Educators are independent contractors and receive IRS Form 1099 as applicable. This position is not eligible for employee benefits.

Contract Educators generally may provide services to other organizations and clients.

## Program Responsibilities

Contract Educators implement established Estuarium environmental education programs using the curriculum and program materials provided for the assignment.

Responsibilities may include:

- Preparing for accepted program assignments
- Setting up program materials, field equipment, and activity stations
- Delivering environmental and marine science education programs
- Facilitating hands-on activities and field experiences
- Communicating effectively with students, teachers, families, and community participants
- Managing participant groups and maintaining an appropriate learning environment
- Using professional judgment to adapt instructional delivery to the audience and circumstances

- Administering or collecting Estuarium-provided pre- and post-program student surveys and other required program data
- Cleaning, organizing, and returning program materials and equipment following an assignment
- Following applicable program, site, participant-safety, and equipment requirements

Contract Educators may use their professional judgment in facilitating activities, communicating with participants, managing groups, and adapting instructional delivery. Contractors may not independently create, revise, replace, or materially alter Estuarium curriculum.

## **Equipment and Identification**

The Estuarium provides the curriculum, educational materials, field equipment, and required personal protective equipment necessary for its programs.

Contract Educators may use their own appropriate personal protective equipment when permitted by the assignment and applicable safety requirements.

Contract Educators may be provided an Estuarium name badge and, for certain programs, an identifying vest while delivering an Estuarium program.

## **Qualifications**

Successful Contract Educators generally demonstrate:

- Experience in education, environmental education, interpretation, youth programming, marine science, natural resources, or a related field
- Ability to communicate effectively with children, adults, and diverse community audiences
- Ability to facilitate hands-on and outdoor learning experiences
- Reliability and professional judgment
- Ability to work independently when required
- Ability to follow established curriculum, program procedures, and safety requirements
- Ability to work outdoors and in the environmental conditions associated with accepted field assignments
- Reliable transportation to assignment locations
- Valid driver's license and automobile insurance when driving is necessary to perform an accepted assignment

Relevant professional and practical experience may substitute for formal education. A four-year degree is not required.

## **Contractor Requirements**

Before receiving assignments, selected Contract Educators must complete the Estuarium's contractor qualification and onboarding process and any required program orientation or training.

Contract Educators must maintain any business registrations, licenses, tax accounts, records, or other requirements applicable to their independent business activities.

## **Background Check**

Because Contract Educators work with children and may have unsupervised access to minors, successful completion of the Estuarium's required criminal background screening is a condition of eligibility for assignments.

A criminal record does not necessarily result in automatic disqualification. The Estuarium evaluates background information in accordance with applicable law, participant-safety requirements, the nature of the contracted services, and any requirements applicable to the program or host location.

Certain schools, partners, funders, or program locations may require additional screening or documentation before a contractor may perform an assignment.

## **Nature of the Relationship**

Contract Educators are independent contractors and are not employees of the Puget Sound Estuarium. Contractors determine whether to accept individual assignments and may provide services to other organizations or clients.

Acceptance into the Contract Educator pool does not guarantee a minimum number of assignments or hours. Assignment availability varies according to program needs.

The Puget Sound Estuarium values qualified educators with diverse professional, educational, and lived experience and welcomes qualified applicants who can safely and effectively perform the contracted services.