



PLT[®]

The Cornerstone for
Environmental Education



Project Learning Tree Facilitator Job Description

Background Information

A network of volunteers is essential to Project Learning Tree. These volunteers, known as facilitators, will be the local contacts for schools, youth organizations, etc. who want information on the program or want to attend a workshop. Facilitators need to be located in all areas of the state.

A facilitator directory will be provided. This will assist facilitators in supporting each other by collaboration on promotional efforts and workshops.

Role of a State PLT Facilitator

PLT State Facilitators provide quality Project Learning Tree (PLT) workshops to teachers, non-formal educators of other youth organizations. They train participants to conduct PLT workshops on the use of the curriculum guides in both classrooms and informal settings to promote and teach environmental and conservation education

Who is Eligible?

Individuals eligible to become a PLT Facilitator include anyone who has attended a PLT training workshop in the past 2 years and is interested in actively supporting the program by facilitating one PLT educator workshop per year after becoming a facilitator.

Facilitator Duties

- Attend required training session for the program they want to teach.
- Attend a two-day training session or a one-on-one training with the State Coordinator.
- Plan and conduct a minimum of one workshop per year. We encourage you to team up with other facilitators and resource specialists.

- Plan and conduct workshops for groups of 15 or more according to the guidelines in the facilitator handbook. Workshops should reflect a balanced philosophy regarding forest resources and the environment.
- Promote Project Learning Tree in their area by contacting in person, by phone or by mail, schools, youth organizations, environmental/conservation organizations, camps, nature centers, parks and recreation organizations, zoos, news media, etc. with information about Project Learning Tree.
- Conduct presentations for groups to explain Project Learning Tree and to promote workshops.
- Set up a local network of key contact people who are interested in Project Learning Tree.
- Maintain contact with workshop participants to aid in implementing Project Learning Tree materials and keep participants up-to-date with new developments.
- Complete the paperwork necessary to administer and evaluate the Project Learning Tree program. This includes the workshop proposal, participant evaluations, participant registration forms, sign-in sheet, facilitator survey, and workshop fees.
- Forward information on local events or developments in Project Learning Tree program to the Project Learning Tree Coordinator, for inclusion state-required reports.
- Follow national and state PLT policies in implementation of the State PLT program.
- Meet or exceed the standards set by the national and state PLT program.
- When possible, participate in facilitator events as part of annual training.
- Assisting at PLT events

Job Requirements

To adequately perform the above duties, certain qualifications are necessary of facilitators. Facilitators should:

- Attend a workshop to receive the curriculum guides and use them in an educational setting.
- Represent, in a professional manner, the mission of your State Sponsor and the mission of Project Learning Tree.
- Be objective and knowledgeable in your presentation of the materials an environmental education.
- Have an understanding of life sciences concepts, especially in plant biology and forest ecology.
- Dedication to the principles of environmental education.
- Good communication skills - Able to communicate effectively with a variety of audiences.
- Have the time and motivation to organize and conduct workshops in their area.
- Have speaking and teaching skills adequate to conduct an interactive, interesting workshop.
- Understand the educational system well enough to work through proper channels to set up workshops and to assist teachers in integrating the Project Learning Tree materials into their curriculum.
- Good “people” skills - Able to relate well to people from varied backgrounds, help them feel comfortable, encourage their active participation, and motivate them to use the PLT materials. Be motivated and able to dedicate the time to organize and conduct workshops in your area.

- Work through proper channels to set up workshops and to assist teachers in integrating the PLT materials into their curriculum.
- Show enthusiasm in environmental and conservation education to inspire others to use the course materials.

Selection and Certification

All facilitators will be identified, trained, certified and supervised by the Project Learning Tree Coordinator. The Project Learning Tree Coordinator will invite qualified individuals to become facilitators or interested individuals may apply themselves. All facilitators will be asked to fill out a short application form to provide background and contact information. Potential facilitators will be invited to attend a training session, either a two-day training or a one-on-one session. During the training facilitators will experience many Project Learning Tree activities, learn the history and objectives of PLT, learn to conduct workshops and explore methods of assisting teachers in using the materials.

Once a facilitator has been through this training he or she will receive a certificate and be ready to conduct Project Learning Tree workshops. Active, certified facilitators must use their training and conduct a minimum of one workshop each year, as well as attend a facilitator retreat at least once every two years.

