

Asbury Woods Nature Center Job Announcement

Title of the position: Naturalist
Location: Asbury Woods Nature Center, Erie PA
Date posted: March 21, 2017
Application Deadline: Open, until position is filled

Title: Naturalist

Position overview:

Asbury Woods Partnership, Inc., is seeking individuals interested in full-time seasonal positions as Naturalists. Individuals must be engaging and enthusiastic and enjoy working with children and adults in an educational setting. Required hours include weekdays and weekends.

Qualifications:

1. Students pursuing Bachelor's degree in education, environmental education, natural sciences, or biology or a related field.
2. Background or strong interest in biology, environmental education, botany or related field.
3. Experience interacting with members of the public in a professional or educational setting.

Reports to: Asbury Woods Partnership Education and Visitor Services Manager

Job goal: Assist with daily operation of the nature center including presenting public and group programs, operating the gift shop, maintaining live animal exhibits, and assisting with nature camp extended care hours.

Performance responsibilities:

1. Develop and present public and group programs on environmental topics for adults and children.
2. Staff Welcome Center and assist visitors in the nature center, answer phones, and ring up sales in the gift shop.
3. Care for live animals on exhibit including feeding animals and cleaning cages. Training will be provided.
4. Maintain supplies needed for programs and exhibits.
5. Work with other naturalists as a team to maintain daily operation of the nature center seven days a week.
6. Assist with maintenance and landscaping, as needed.
7. Work with staff and volunteers in presenting programs and maintaining live animal exhibits.
8. Supervise and work with children during nature camp extended care on an as needed basis.
9. Any other duties as assigned by the AWP Education Manager.

Position Specifications:

Physical Demands

1. Frequent walking throughout various indoor and outdoor environments.
2. Standing for long periods of time.
3. Heavy lifting from 15-50 pounds.
4. Some carrying up to 50 pounds.

5. Manual dexterity to use hand tools and power tools.

Sensory Ability

1. Visual acuity to read correspondence and computer screen.
2. Auditory acuity to be able to use a telephone.
3. Ability to speak clearly and distinctly.

Work Environment

1. Indoor and outdoor environments, year round.

Temperament

1. Ability to work as a member of a team.
2. Must be courteous.
3. Must be cooperative, service oriented, and promote these qualities at AWNC.
4. Ability to work an environment with frequent interruptions.
5. Must be able to be flexible and able to tolerate many situations and personalities.
6. Must be able to accept constructive feedback.

Cognitive Ability

1. Ability to follow verbal and written directions.
2. Ability to listen to others on the telephone and in person.
3. Ability to complete assigned tasks with minimal supervision.
4. Ability read, write and do complex computations.
5. Ability to use grammar, sentence structure and spelling
6. Ability to compose clear, concise sentences and paragraphs.
7. Ability to work independently and make appropriate work-related decisions.
8. Ability to exercise good judgment in prioritizing tasks and problem solving.
9. Ability to communicate effectively to the public.

Evaluation: Performance will be evaluated by the Education and Visitor Services Manager

Terms of employment:

Seasonal position/full time (40 hrs/wk) Pay rate: \$ 7.25 per hour

Start date: May 1, 2017 End date: August 31, 2017

Application Process: To apply for the naturalist position, please email a cover letter and resume and contact information for 3 references to Kelley Lang, klang@mtsd.org. Only submissions received electronically will be considered.