

**Asbury Woods Partnership, Inc.
Job Announcement**

Organization: Asbury Woods Partnership, Inc.
Title of Position: Public Program Coordinator/Naturalist
Location: Asbury Woods Nature Center
Date Posted: January 27, 2012
Date Available: February 2012
Application Deadline: Open until filled

POSITION OVERVIEW:

Asbury Woods Partnership, Inc., is seeking an engaging, experienced and enthusiastic individual to fill a part-time (25 hours per week) Public Program Coordinator/Naturalist position at Asbury Woods Nature Center. The Public Program Coordinator/Naturalist develops and implements Asbury Woods Nature Center programs that enhance public knowledge of Erie's local environment and provide access to Asbury Woods' 205 natural acres. Evening and weekend hours required.

Primary responsibilities include: 1) Developing, implementing and evaluating innovative outdoor recreation and natural history programs at Asbury Woods; 2) Recruiting presenters to deliver public programs such as art workshops, wildlife photography classes and more; 3) Assisting with daily Nature Center operations including care of live animals and weekly student volunteer animal care program coordination. 4) Overseeing college intern(s) on items 1 – 3 where appropriate.

ORGANIZATION BACKGROUND:

The mission of Asbury Woods Nature Center is to provide all members of our community with opportunities to experience, study and enjoy nature. A regional asset located in Erie Pennsylvania, Asbury Woods Nature Center has presented public education programs and events for over 54 years. Over 25,000 people attend programs and over 100,000 visit the Center and trails annually. In addition to a state-of-the-art Nature Center, Asbury Woods encompasses a historic barn, and 205 acres of woods, fields and streams and 4.5 miles of associated trails.

Asbury Woods Nature Center operates through a public-private partnership between the Asbury Woods Partnership, Inc., a 501(c)(3) non-profit organization, and the Millcreek Township School District. Since its inception in 2000, the Asbury Woods Partnership, Inc., has provided an increased portion of funding for Asbury Woods Nature Center and currently provides funding for over 50% of Asbury Woods Nature Center's operating budget.

QUALIFICATIONS:

1. Bachelor degree in parks and recreation, education, wildlife science, biology or related field.
2. 2-3 years experience developing, coordinating and presenting education programs, recreation programs and special events.
3. Knowledge of natural sciences, especially native plant and animal species.
4. Demonstrable ability to effectively communicate orally and in writing.
5. Ability to lead workshops and interact with people of all ages.
6. Ability and willingness to handle a variety of animals including snakes and other reptiles, amphibians and insects.
7. Excellent presentation, customer service and public relations skills.
8. Able to work evenings and weekends.

TERMS OF EMPLOYMENT: Part-time, 25 hours per week year-round. Evening and weekend hours required. Pay rate: \$13.20/hour. No benefits. Security/background investigations required prior to start of employment.

APPLICATION PROCESS:

Please email letter of interest, resume and three professional references to Jennifer Burke, Asbury Woods Partnership Executive Director at burke@mtsd.org. Open until filled. For more information and complete job description visit www.asburywoods.org.

Asbury Woods Partnership, Inc.
Job Description: Public Program Coordinator/Naturalist

Organization: Asbury Woods Partnership, Inc.

Title of Position: Public Program Coordinator/Naturalist

Location: Asbury Woods Nature Center

Reports to: Asbury Woods Partnership, Inc., Executive Director

Hours/Week: 25

Starting Salary: \$13.20 per hour, no benefits

Work Environment: Indoor and outdoor environments, year-round and on weekends

POSITION SUMMARY:

The Public Program Coordinator/Naturalist develops and implements Asbury Woods Nature Center programs and activities that enhance public knowledge of Erie's local environment and provide access to Asbury Woods' 205 natural acres. include: 1) Developing, implementing and evaluating innovative outdoor recreation and natural history programs at Asbury Woods; 2) Recruiting presenters to deliver public programs such as art workshops, wildlife photography classes and more; 3) Assisting with daily Nature Center operations including care of live animals and weekly student volunteer animal care program coordination. 4) Overseeing college intern(s) on items 1 – 3 where appropriate.

ORGANIZATION BACKGROUND:

The mission of Asbury Woods Nature Center is to provide all members of our community with opportunities to experience, study and enjoy nature. A regional asset located in Erie Pennsylvania, Asbury Woods Nature Center has presented public education programs and events for over 54 years. 25,000 people attend programs and over 100,000 visit the Center and trails annually. In addition to a state-of-the-art Nature Center, Asbury Woods encompasses a historic barn, and 205 acres of woods, fields and streams and 4.5 miles of associated trails.

Asbury Woods Nature Center operates through a public-private partnership between the Asbury Woods Partnership, Inc., a 501(c)(3) non-profit organization, and the Millcreek Township School District. Since its inception in 2000, the Asbury Woods Partnership, Inc., has provided an increased portion of funding for Asbury Woods Nature Center and currently provides funding for over 50% of Asbury Woods Nature Center's operating budget.

QUALIFICATIONS:

1. Bachelor degree in parks and recreation, education, wildlife science, biology or related field.
2. 2-3 years experience developing, coordinating and presenting education programs, recreation programs and special events.
3. Knowledge of natural sciences, especially native plant and animal species.
4. Demonstrable ability to effectively communicate orally and in writing.
5. Ability to lead workshops and interact with people of all ages.
6. Ability and willingness to handle a variety of animals including snakes and other reptiles, amphibians and insects.
7. Excellent presentation, customer service and public relations skills.
8. Able to work evenings and weekends.

JOB GOALS: Plan, conduct and evaluate public programs that generate return revenue for Nature Center operations; Recruit, schedule and oversee community program presenters; Assist with Nature Center daily operations including care of live exhibit animals and weekly student volunteer animal care program coordination.

PERFORMANCE RESPONSIBILITIES:

1. Develop, present and evaluate community and outdoor recreation programs for children, adults, and families on weekdays, evenings and weekends.
2. Recruit, schedule and oversee presenters who deliver programs on topics such as photography, art, astronomy, music events and more.
3. Oversee winter ski and snow shoe rental program at the Nature Center.
4. Under direction of lead Education Coordinator, coordinate Weekly Animal Care Crew. This involves recruiting, training and scheduling youth volunteers ages 12-16 who maintain and clean animal exhibits on a weekly basis.
5. Plan and write program descriptions in a timely manner to meet all Nature Center media/outreach/print deadlines. Assist with writing, editing and mailing program materials.
6. Work as a staff team member at annual special events and festivals such as Maple Festival, Scary Creature Feature, Winter Wonderland, and 5k Ridge Run.
7. Under direction of lead Education Coordinator, assist with 8-week Summer Day Camp.
8. Lead group programs for regional schools, scouts, youth, and senior citizens as needed.
9. Assist with Nature Center daily operations including care of live animals, creating and maintaining exhibits, gift shop operations and processing program payments, and light cleaning.
10. Follow budget guidelines to purchase and maintain program supplies.
11. Conduct other related activities as assigned by the Executive Director.

AMERICANS WITH DISABILITIES ACT STATEMENT:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (listed within Position Specifications) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

POSITION SPECIFICATIONS:

Physical Demands

- Frequent walking throughout various buildings
- Various indoor and outdoor environments, year-round including outdoor trails and steep slopes
- Ability to sit at desk for extended periods of time
- Standing for long periods of time
- Moderate lifting from 15-50 pounds
- Some carrying up to 50 pounds
- Manual dexterity to use office equipment
- Repetitive movement of fingers and hands for keyboarding

Sensory Ability

- Visual acuity to read correspondence and computer screen
- Auditory acuity to be able to use telephone
- Ability to speak clearly and distinctly

Work Environment

- Indoor and Outdoor environments, year-round and on weekends

Temperament

- Ability to work as a member of a team
- Must be courteous to public and co-workers
- Must be cooperative, congenial, service oriented, and promote these qualities in the building
- Ability to work in an environment with frequent interruptions
- Must be able to withstand emotional stress
- Must be flexible and be able to tolerate many situations and personalities

Cognitive Ability

- Ability to follow written and verbal directions
- Ability to listen to others on the telephone and in person
- Ability to complete assigned tasks with minimal supervision
- Ability to read, write and do complex computations
- Ability to use correct grammar, sentence structure and spelling
- Ability to compose clear, concise sentences and paragraphs
- Ability to work independently and make work-related decisions
- Ability to exercise good judgement in prioritising tasks, and problem solving
- Ability to communicate effectively to the public

TERMS OF EMPLOYMENT: Part-time, 25 hours per week year-round. Evening and weekend hours required. Pay rate: \$13.20/hour. No benefits. Security/background investigations required prior to start of employment.

EVALUATION: Performance will be evaluated annually by the Executive Director.