



<b>Job title</b>	<i>Part-time Public Programs Coordinator</i>
<b>Reports to</b>	<i>Director of Education</i>
<b>Salary Range:</b>	<i>\$16/hour</i>

## Job Purpose

The primary purpose of this position is to plan, prepare, and conduct creative and engaging nature-based and recreational programs that align with Asbury Woods' mission and help to make the natural world accessible to all. The position is 70% focused on programming for the general public (ages 18 months – adult) as described above and approximately 30% of the position is delivery of curriculum-based environmental content to school age children (heaviest curriculum delivery is during September/October and April/May). As part of the Education team, this position assists with the care of exhibit animals. This is a permanent part-time, year-round position averaging 25 hours per week. There will be frequent evening and weekend hours. Regular Saturday availability is a must.

## Duties and responsibilities

1. Research, plan, implement and deliver programs on the natural environment and outdoor recreation to a variety of audiences and age groups in indoor and outdoor environments, on-site, and off-site. Individuals and groups may include scout groups, general public, birthday parties, program registrants, school groups, festival attendees, etc.
2. Plan and implement seasonal educational festivals with help from other departments.
3. Prepare interpretive and educational materials such as newsletter articles, displays, exhibits, guides, flyers, etc.
4. Help deliver a portion of summer camp activities as needed.
5. Stay current with knowledge of environmental issues, conservation, local flora and fauna.
6. Stay current with best practices and techniques for environmental education, interpretive programming and classroom/group management.
7. Positively represent Asbury Woods at community events.
8. Assist with public relations opportunities.
9. Handle animals as part of the instruction and assist with their care during the week.
10. Help maintain program supplies, equipment and instructional resources.
11. Plan for participant safety during outdoor activities.
12. Assist with organization-wide events as needed.

13. Assist as-needed with the delivery of curriculum-based programs to school groups.

### **Qualifications**

1. Bachelor's degree in education, wildlife science, biology, natural sciences, environmental science or closely related field. Qualified candidates working toward a bachelor's degree will be considered.
2. 1-2 years of experience developing, coordinating and presenting interpretive programs to a variety of ages.
3. Knowledge of regional plants and wildlife.
4. Demonstrated enthusiasm for nature.
5. Ability to create and develop engaging, inclusive, and hands-on nature programs for diverse audiences.
6. Ability to lead programs for and interact with people of all ages.
7. Ability and willingness to handle a variety of animals includes mammals, snakes and other reptiles, amphibians and insects.
8. Knowledge and understanding of methods and principals of interpretation.
9. Excellent presentation and customer service skills.
10. Excellent oral and written communication skills.
11. Demonstrated ability to be flexible and adapt as needed to changing circumstances, environments and audiences.
12. Proficient computer skills using MS Word, Excel, Outlook, and Internet.
13. Ability to work independently and as part of a team.
14. Flexible availability including evenings, weekends and holidays, as required.
15. Must possess or be willing to obtain clearances required by PA law and an FBI background check for a position that requires direct contact with children.
16. A valid driver's license is required.

### **Working conditions**

This position has several special working conditions which include working outdoors in varied weather and working professionally with all members of the public, which includes people with disabilities. Security and background investigations required prior to start of employment.

#### **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 of the Interpretive Naturalist position (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**

1. Frequent walking throughout various buildings and trails, frequently on uneven surfaces.
2. Able to perform work-related tasks in various indoor and outdoor environments, year-round, in a variety of temperatures and weather conditions.
3. Frequent and repetitive use of a computer, including email and other input and retrieval.
4. Standing for extended periods of time.
5. Heavy lifting from 15-50 pounds.
6. Some carrying up to 50 pounds.
7. Manual dexterity to use hand tools and office equipment.

### **Temperament**

1. Must be enthusiastic and friendly while presenting.
2. Ability to work as a member of a team
3. Must be courteous to public and co-workers
4. Must be cooperative, congenial, service oriented, and promote these qualities at Asbury Woods
5. Demonstrates inclusive practices and advocates for inclusiveness in environmental education, access to the natural world and participation in outdoor recreation.
6. Must be able to respond to directions and accept constructive feedback
7. Ability to work in an environment with frequent interruptions
8. Must be flexible and able to work in a fast-paced, dynamic environment.

### **Cognitive Ability**

1. Ability to follow verbal and written directions
2. Ability to read and respond to written correspondence
3. Ability to listen to others on the telephone and in person
4. Ability to complete assigned tasks with minimal supervision
5. Ability to read, write, and do complex computations
6. Ability to use correct grammar, sentence structure, and spelling
7. Ability to compose clear, concise sentences and paragraphs
8. Ability to work independently and make work-related decisions

9. Ability to exercise good judgment in prioritizing tasks and problem solving
10. Ability to communicate effectively to the public

**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

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Review Date: June 9, 2025