



Part-Time Naturalist JOB DESCRIPTION

Definition

The part-time Naturalist is responsible for teaching environmental and social science education programs to children. The Naturalist's goals are to encourage students' awareness and appreciation of the environment, broaden students' knowledge of science concepts, and foster students' commitment to the protection of the natural environment.

Supervision

The part-time Naturalist works under the direct supervision of the Education Coordinator, Outreach Coordinator, and Enrichment Coordinator.

Essential Functions/Duties Include But Are Not Limited To:

1. Teach on-site and off-site education programs based on Next Generation Science and Common Core Standards.
2. Teach on-site and off-site Boy Scout and Girl Scout programs and other community programs, ensuring that they are taught according to the requirements of the groups and in consideration of the mission of the ENC.
3. Teach Enrichment Camps and Summer Nature Camps upon request (this may include working on days close to holidays). Responsibilities include:
 - a. Attending Camp Teacher Training
 - b. Writing curricula and sending to the appropriate coordinator at least two weeks prior to the first day of each camp session
 - c. Writing your "best camp activity" for the next day on the sheet on the staff room door each day before leaving
 - d. Attending a follow-up meeting at the end of Summer Camp to review the summer and provide feedback for future camps
 - e. Providing short marketing "blurbs" describing your camp theme when teaching winter, Presidents Week, and Spring Break Camp Camps
4. Set-up, take-down, and staff outreach booths at various off-site events, professionally representing the ENC to the public.
5. Maintain Traveling Naturalist and on-site program supplies and keep track of inventory; inform appropriate coordinator of supplies needing replacement or repairs.
6. Arrive when scheduled to prepare and set-up for programs, being mindful of travel time.
7. Responsible for interviewing, training, and supervising appropriate interns.
8. Supervise students at all times for the duration of programs, extending to the release of students to their guardians. Maintain the highest possible degree of safety.
9. Maintain positive communication with all program participants as well as all visitors to the nature center.
10. Develop environmental education instructional materials/curricula, as needed.

11. Assist with purchases through the Facility Manager within budgetary limitations.
12. Responsible for notifying the Grounds Manager of any safety hazards (i.e. fallen trees), and for closing any trail if necessary.
13. Staff the front desk when requested - a minimum of one weekend day per month. Staff the ENC occasionally in the evenings and for mandatory special events (i.e. Fall Faire, Spring Faire, Taste of Twilight, Summer Soiree).
14. Assist in the care of our program animal collection, assuring that all of the animals' needs are met for the duration of their off-site visits; report any issues or concerns with the program animals to the Animal Care Manager.
15. Additional duties as assigned.

Qualifications & Requirements

1. Commitment to the mission, vision, and core values of the ENC.
2. Ability to work independently with minimal supervision and demonstrate flexibility.
3. Knowledge of California's plant and animal life highly desirable.
4. Knowledge of California Native Americans and local indigenous people highly desirable.
5. Ability or willingness to handle a variety of animals including amphibians, mammals, arthropods, and reptiles.
6. Ability to memorize and recall facts, figures, and information.
7. Ability to move up to fifty pounds and set up equipment.
8. Ability to hike on trails, and traverse stairs and uneven terrain while carrying equipment.
9. Ability to make independent decisions and respond to immediate needs of students, emergency situations, and program needs.
10. Ability to work outside in a variety of weather conditions and temperatures.
11. Regular, reliable and punctual attendance is essential because of limited resources, costs, productivity, and quality continuity.
12. Ability to work irregular hours, including occasional weekends and evenings.
13. Ability to interact successfully with supervisors, staff, teachers, parents, and students.
14. Fingerprinting will be required.
15. Computer (Macintosh and Microsoft Office) experience required or willingness to learn.
16. Must possess a valid driver's license and preferably a personal vehicle.

Skill to:

1. Instruct and supervise children in an indoor setting.
2. Communicate effectively in the English language, in both oral and written forms.
3. Create and maintain strong cooperative relationships with school staff and volunteers.
4. Understand and carry out oral and written instructions in an independent manner.
5. Understand and apply pertinent personnel policies, laws, rules, and regulations.

Education, Training, and Experience:

1. Bachelor's degree from a four-year college or university with major course work in science, education, or related field is desired.
2. Three years of experience working with children in an environmental education setting as an interpreter, naturalist, or equivalent. Background strong in thematic, hands-on programs.
3. Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, including adults in small as well as large group activities.
4. Current CPR and First Aid Certificates are required within two months of employment.