

JOB DESCRIPTION
FRIENDS OF QUARRY HILL NATURE CENTER; a not-for-profit 501(c)3



JOB TITLE: Naturalist/Teacher & Assistant Animal Care

REPORTS TO: Executive Director

JOB OBJECTIVES:

Naturalist/Teacher is responsible for (1) the teaching of public and private science and environmental education programs of Quarry Hill Nature Center; (2) assisting in the development new programs and events; (3) engaging in informal education with Nature Center and park visitors; (4) Assisting in the oversight of the Nature Center's animal care program

JOB RESPONSIBILITIES AND DUTIES:

A. Teaching

- Teach and develop environmental and natural science education programs for a wide range of audiences (preschool through adult)
- Assist with District 535 science curriculum for K through 8 grade classes September – May
- Develop and lead afterschool teen programming one day a week & complete grant reporting
- Lead and teach summer camp programs June – August
- Engage in informal interpretation with Nature Center visitors

B. Events

- Assist with facilitation and development of special events throughout the year such as Fall Festival, Winterfest, biyearly fossil exhibits and Creatures of the night

C. Animal Care

- Assist lead animal care staff; includes coordinating the feeding, cleaning and maintenance of all live animals

D. General

- Assist the front office as needed with customer service, program registration and sales
- Assist facilities management with general/light upkeep and cleaning of building
- Assist the executive director as assigned

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

REQUIRED QUALIFICATIONS:

- Degree in education, science, natural resources, recreation or related field
- Minimum 6 months experience as an educator, naturalist, or facilitator of non-formal education programming
- Demonstrated enthusiasm for science, the outdoors and outdoor education
- Knowledge of regional flora and fauna; respect, concern, and excitement for the natural environment and a demonstrated ability to share that excitement with others
- Ability and desire to interact with youth, families and adults including large groups of children
- Ability to effectively engage in behavior management in order to maintain students' interest and participation in outdoor classes and activities
- Experience in preparing creative and engaging lesson plans to teach natural science, environmental education or outdoor recreation programs
- Strong organizational and verbal communication skills
- Ability to prioritize tasks and manage work time effectively with little supervision
- A positive, problem-solving attitude at all times
- Ability keep and upbeat and cheerful demeanor while working as a part of a team
- Ability to perform a variety of activities simultaneously, with interruptions
- Flexibility and the ability to deal with the unexpected and quickly changing nature of outdoor activities and children

PREFERRED QUALIFICATIONS:

- Familiarity with Quarry Hill Park and Nature Center
- Experience as an educator, program staff, naturalist or related position at a nature center, residential outdoor education facility or similar facility
- Demonstrated initiative to go above and beyond minimum assigned duties
- Experience in cash register sales and demonstrated accountability in cash-handling and accounting procedures
- Class C Commercial Motor Vehicle driver's license endorsement or the ability and willingness to acquire license

WORK SCHEDULE:

Full-time and year-round 40 hours/week; occasional evenings; 2 weekend days per month and special events (specifically, but not limited to, Run Wild 5k, Fall Festival, Creatures of the Night and bi-yearly exhibits).

Typical work hours are:

- M-F 8:45am - 5:15pm (Sept. – May);
- M-F 8:00am - 4:30pm (June-August)
- Weekend hours are Saturday 8:30am – 5:30pm or Sunday 11:30am – 5:30pm as assigned

SALARY & BENEFITS:

This position is offered by the Friends of Quarry Hill Nature Center, a not-for-profit 501(c)3 organization.

Salary commensurate with experience

2% of salary contributed to SIMPLE IRA plan

4 paid holidays

Sick leave

Paid staff development

**There is no medical/dental benefits offered with this position*

APPLICATION PROCESS AND TIMELINE

To apply submit a letter of interest, resume and following supplemental questions.

Applications may be submitted by mail or in person to:

Quarry Hill Nature Center, 701 Silver Creek Rd. NE Rochester, MN 55906.

Applications received by October 7, 2017 will be given primary consideration. Position will be posted until filled.

701 Silver Creek Rd. NE
Rochester, MN 55906
Ph: (507) 328-3950
Fax: (507) 287-1345
www.QHNC.org

Friends of Quarry Hill Nature Center Application for Naturalist/Teacher



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Please complete the following application and attach a current resume. Completed applications may be mailed to the Nature Center or dropped off at the visitor office.

Position(s) Applied for: **Naturalist/ Teacher** Date of Application: _____

Last Name, First Name and Middle initial: _____

Address: _____ City, Zip: _____ State: _____

Zip Code: _____ Telephone #(s) including area codes: _____

E-mail Address: _____

How did you hear about this employment opportunity? _____

Have you ever filed an application with us before? YES NO

If yes, what year: _____

Have you ever been employed at Quarry Hill before? YES NO

If yes, when to when? _____

Do any of your friends or relatives work here? YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
(Proof of citizenship or immigration status will be required upon employment) YES NO

First date available for work: _____

Education:

High School Attended (name and location): _____

Last School Attended/Attending: _____

Area of major emphasis: _____

Degrees received: _____

Coursework:

Please list college courses related to environmental education:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Employment Experience:

Start with your present or last job. *You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.*

Employer:	Dates Employed:
Job Title:	Hourly Rate/ Salary:
Primary Responsibilities:	
Reason for leaving:	

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Please list any professional memberships, volunteer work, and/or civic activities. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability and other protected status.

Responses to the following questions may be written in the space provided or attached in a separate typed one-page document.

Career Objectives:

What do you hope to get out of your experiences at Quarry Hill?

Please summarize your background experiences and qualifications that you believe make you the ideal candidate for this position.

Certifications:

Are you currently certified in First Aid? YES NO

If YES, please type the certifying organization (ie Red Cross) and the expiration date below.

Do you carry a current Class C Commercial Motor Vehicle driver's license endorsement? YES NO

Do you possess any other job related certifications? YES NO

If YES, please list below:

Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such a change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Thank you. Please remember to submit a cover letter and resume (including references) to this application

Applications may mailed (or dropped off in person) to:

Quarry Hill Nature Center
Attention: Pamela Meyer; Executive Director
701 Silver Creek Rd. NE
Rochester, MN 55906

Applications received by October 7, 2017 will be given primary consideration.