

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



JOB TITLE: Naturalist/Teacher

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

JOB RESPONSIBILITIES AND DUTIES:

A. Teaching

- Develop and teach environmental and natural science education programs for a wide range of audiences (preschool through adult)
- Develop and teach summer camp programs June – August
- Participate in the daily set-up and break-down of all program aspects
- Engage in informal interpretation with Nature Center visitors
- Handle a variety of educational animals (raptors, reptiles, amphibians and invertebrates) as a part of programs

B. Events

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

C. General

- Assist the front office as needed with customer service, program registration, equipment rentals 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 2 years 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
- Ability to work and teach outdoors year-round in a variety of weather conditions
- Ability to lift 50 lbs. with occasionally lifting up to 75lbs.
- Ability to walk long distances over terrain that can be muddy, icy, rocky and uneven
- Ability to be on your feet the majority of the work day
- Ability to maintain regular and reliable attendance

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
- Infant/Child/Adult CPR, AED & First-aid certification or ability to obtain certification
- 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

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 – 4:45pm or Sunday 11:30am – 4:45pm 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; Starting hourly range of \$18.25 – \$20.25

2% of salary contributed to SIMPLE IRA plan

4 paid holidays

Sick leave

Paid staff development

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

APPLICATION PROCESS AND TIMELINE

Complete the application here: [Online Application](#)

Applications received by August 22, 2023 will be given primary consideration. Position will be posted until filled.