

TITLE: Interpretive Naturalist & Guest Services Crew (NGS Crew)

RESPONSIBLE TO: Program Director & Hospitality Manager



OVERVIEW:

Under the supervision of the Program Director and Hospitality Manager, the NGS Crew assists with implementing all environmental education, team building programs, and guest services for Woldumar Nature Center. The NGS Crew works with the center's staff to ensure smooth implementation of programs, facility rentals, and the safety and comfort of the center's guests.

HOURS/COMPENSATION:

\$10.00/hr - Hours vary depending on the program and hospitality schedule. The individual schedule will be established at the onset of the position. Weekends and some evenings are required.

RESPONSIBILITIES:

1. Supervise and instruct groups of preK-adult learners in an outdoor setting.
2. Provide care for students in compliance with state law and Woldumar policies.
3. Maintain and care for educational, recreational, and stewardship equipment.
4. Plan, promote, and facilitate educational activities both on and off-site.
5. Plan, promote, and facilitate stewardship activities on site.
6. Assist with site clean-up following each activity.
7. Assist in identifying stewardship, land management projects, and volunteer needs.
8. Maintain a positive working relationship with all co-workers, students, teachers, volunteers, parents, and visitors.
9. Be prepared and on time for scheduled work hours, programs, and meetings.
10. Work with the center's staff on all program-related grounds and facilities needs.
11. Uphold the personnel policies and procedures as detailed in the staff handbook and represent the organization in a positive, professional manner. Adhere to WNC code of conduct and dress code during working hours.
12. Lift and carry up to 35 lbs. including tables and chairs. Use a ladder for hanging decorations.
13. Prepare to deep clean and otherwise make facilities presentable to guests.
14. Serve as a Woldumar Nature Center representative at private facility events and give facility tours.
15. Work in Woldumar visitor center gift shop.
16. Assist with other duties as assigned.

DESIRED QUALIFICATIONS & SKILLS:

1. Must be at least 18 years of age and able to pass a background check.
2. 2 years of experience or coursework in environmental education, outdoor education, natural resources, parks and recreation, wildlife, biology or other related field preferred.
3. Knowledge and ability to learn and teach natural and heritage interpretation, program planning, facilitation, and pedagogy.
4. Experience and/or desire to learn to teach people of all ages and backgrounds, especially children.
5. Strong verbal and written communication skills.
6. Computer competency in Microsoft and Google Apps.
7. Reliable transportation to Woldumar and offsite programs as necessary.
8. Certification or willingness to become first aid (or its equivalent) and adult and child CPR.
9. Physical ability to work outdoors, lead hikes on rough terrain in all weather conditions, and provide first aid/CPR.
10. Able to lift a minimum of 35 pounds.
11. Responsible, flexible, innovative, friendly, dedicated to environmental education and hospitality, and must be able to work independently or with groups.

ORIENTATION AND TRAINING:

1. On-the-job training and orientation will be provided on-site by staff.
2. Opportunities for professional development. First Aid/CPR/AED certification training may be provided.

Interested candidates should submit their cover letter, resume, and reference list (min 3) to Daniel Auer at programs@woldumar.org