



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

RESPONSIBLE TO: Program Director & Hospitality Manager

POSTED: 8/21/2020

APPLICATION INSTRUCTIONS:

Submit cover letter, resume, fall availability (Sept-Dec) and 3 professional references to Executive Director Kevin Wernet at director@woldumar.org. Applications will be reviewed as they are submitted and accepted until the position is filled. Please feel free to call or email with any questions.

OVERVIEW:

Under the supervision of the Program Director and Hospitality Manager, the NGS Crew assists with implementing all environmental education, camp, and team building programs, and provides guest services for private and public events at Woldumar Nature Center.

HOURS/COMPENSATION:

Starting pay \$10-12/hr - commensurate with education and experience. Part time and full time (up to 40 hours) positions available. Hours may vary depending on program and hospitality needs. Some weekends and evenings may be 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. Set up tables and chairs for private events. Clean and otherwise make facilities presentable for guests.
14. Serve as a Woldumar Nature Center representative at private and public events.
15. 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 coursework or equivalent experience 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.



WHO WE ARE:

The Woldumar Nature Association is a 501(c)3 nonprofit organization with a mission “to educate people about the natural environment.” Since 1963, Woldumar has been a resource for area schools, families, and the entire Greater Lansing Community, offering seasonal day camps, field study, and educational community events. We serve over 6000 students each year.

Woldumar protects and restores over 180 acres of ecologically significant green space in southwest Lansing. A working farm before it was generously donated by Gladys Olds Anderson, the property now boasts prairie, pine forest, wetlands, and hardwood forest, bounded by over 1.5 miles of Grand River shoreline. Five miles of hiking trails are open daily to the public.

A community of association members, volunteers, and individual and corporate program sponsors help keep this tremendous local resource available. The nature center is a popular venue for weddings, meetings and conferences, birthday parties, and other social events which help raise funds to support our nonprofit mission.

Woldumar is governed by a board of directors elected by the membership, and operated by a small year-round staff currently consisting of an Executive Director, Program Director, Hospitality Manager and Groundskeeper. During an exciting time of growth for the organization, we strive to continue engaging more people in our existing programs while diversifying our offerings to reach new communities.

DIVERSITY & INCLUSION STATEMENT: Woldumar values a diverse and inclusive community and therefore does not and shall not discriminate on the basis of race, skin color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, attractional/sexual orientation, or military status, in any of its activities or operations. We are committed to the recruitment, retention, and development of a diverse workforce that represents the Greater Lansing Community.

STAFF VALUES STATEMENT: We are a staff who cares about Woldumar, its members, visitors and customers; the children under our supervision; our fellow staff members; and the quality of work we do. We strive to communicate effectively with each other and our constituents, and hold an organizational culture of honesty and integrity in the highest regard. We are willing to challenge the status quo and try new things as we share the responsibility of fulfilling Woldumar’s mission.

GUIDING PRINCIPLES:

- 1) As staff, board members, volunteers, or members of the association, it is our duty to fulfill the mission, assure good stewardship of the resources we’ve been entrusted with, and raise funds to sustain and grow those efforts.
- 2) Woldumar is more than a park, it is a cause and a community.
- 3) Environmental education and natural areas should attract a diverse constituency.
- 4) Outdoor recreation provides a valuable gateway to conservation ethics and environmental education.
- 5) Spending time in nature is important to one’s physical and psychological well-being.
- 6) Scientific knowledge should uplift, encourage and inspire people.