



# River Bend

NATURE CENTER

## Job Description

### Title: Resource Manager, Naturalist

(50% Land and Facilities, 50% Public Programs and Special Events)  
(Full-Time, Regular, Non-Exempt)

**Reports to:** Executive Director

### Qualifications / Education / Experience

- Bachelor's Degree in natural resource management, conservation, biology, outdoor recreation, environmental science / education, or related field. Candidates with comparable combinations of education and experience may be considered.
- Experience with and knowledge of sound science-based principles for ecological restoration and natural resource management. Experience managing facilities, maintenance and custodial duties.
- Experience safely operating a variety of large and small power equipment (e.g. chainsaw, hand / power tools, tractor, ATV, maintenance equipment, mowers, trimmers).
- Experience developing, coordinating, and delivering natural/cultural history, outdoor recreation programs and special events for all ages and diverse backgrounds.
- Class D Driver's license with clean driving record.
- Must pass a background check.
- Means of self-transportation during work hours as needed. Proof of meeting Minnesota requirements regarding auto registration and liability insurance.
- First aid / CPR / AED certification a plus.
- Minnesota Pesticide Applicator License a plus.

### Knowledge / Skills / Abilities

- Ability to
  - Develop and maintain
    - positive relationships with the public and other organizations and entities,
    - strong working relationships with staff, volunteers, and the community,
  - Communicate effectively, orally and in writing,
  - Identify, analyze and solve problems,
  - Plan for safety, communicate, and follow risk management principles,
  - Achieve work objectives through delegation and good time management,
  - Comprehend, analyze, interpret, explain and implement conservation laws, principles and practices,
  - Work indoors and outdoors in a variety of temperature extremes and weather conditions and withstand the physical demands of the work which involves some lifting, carrying, stooping, bending, reaching, walking, standing, sitting and computer use,
  - Identify native and invasive plants,
  - Interpret conditions and plan restoration activities accordingly,
  - Identify, learn and share natural and cultural history of the area, and
  - Hook up and move trailers, transport equipment.
  - Work nonstandard hours and overtime when the need arises.
- Strong project management and organizational skills with ability to take initiative to shape daily priorities and coordinate long-term projects and meet deadlines working as a team with staff and volunteers.
- Knowledge of native ecosystems and tools to manage them.



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- Proficiency with computer and online applications (Windows, Google, Office) and social media (Facebook, Twitter) and ability to learn/use other applications (constituent/program management software).
- Read, write and communicate in English,
- Show energy and passion for the River Bend Nature Center mission,
- Woodworking, construction, painting, plumbing, and/or electrical skills a plus.
- Spanish, Somali, or American Sign Language experience or fluency a plus.

### Essential Duties

#### 1. Land & Facilities Management

- Coordinate and implement strategies to update and implement Land and Facilities Plan and present recommendations for goals / policy using evidence-based best practice and stakeholder input.
- Monitor, maintain, and manage land, natural resources, grounds, facilities, buildings and equipment in accordance with Land and Facilities Plan.
  - Participate in habitat restoration and wildlife management such as: prescribed burning, planting native species; deer/herbivore population management, weed control/invasive species removal, and other conservation or restoration practices for prairies, wetlands, riparian areas and woodlands.
  - Plan, schedule, coordinate and complete general and grounds maintenance and repair for trails, parking lots, kiosks, signage, lawn care, landscaping (e.g. mowing, trimming, weeding, pruning).
  - Ensure buildings, vehicles, equipment and environmental services (heat, lights, air-conditioning, plumbing, doors, windows, roof, recurring/seasonal needs, etc.) are in working order and maintained/repaired as needed.
  - Ensure / maintain custodial needs and cleanliness of buildings for staff and visitors including restrooms, office areas and public spaces.
  - Coordinate annual assessments of buildings and amenities and develop report to inform planning.

#### 2. Programs

- Plan, develop, implement and evaluate creative and enriching natural / cultural history / outdoor recreation public programs and special events that serve the general public of all ages, abilities and backgrounds. Some of these may include outreach, camps, outdoor adventure programs, events, service projects, and scout programs.
- Coordinate facilities and equipment for special events and programs.

#### 3. Relationships

- Assist Executive Director with recruiting, hiring, training, mentoring, and evaluating staff and volunteers with land and facility, public program or special event functions.
- Coordinate, train, evaluate and mentor staff and recruit volunteers with public program, special event, and land and facility functions including maintenance and janitorial functions.
- Develop strong working relationships with staff, volunteers, community, and Board of Directors through Land & Facility and Program/Event Committees.
- Attend weekly planning meetings and report on work progress.

#### 4. Communication/Marketing

- Develop ongoing relationships and nurture potential collaborations with diverse stakeholders and plan strategies to promote public programs, special events, and land and facility activities.



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- Represent River Bend Nature Center through newsletter articles, press releases, interviews, public speaking and communicating face to face, on the website and on social media.
5. Other
- Assist with grant and revenue development, program agreements, and organizational planning.
  - Provide input for development of annual budget and track project costs / revenues.
6. All Employees
- Promote and represent River Bend Nature Center in a professional, responsible manner.
  - Handle visitor and public input courteously and responsively with respect for differing opinions and maintain positive relationships across sectors.
  - Exhibit professionalism and commitment to the River Bend Nature Center mission, guiding principles and policies.
  - Positive, optimistic attitude and willingness to be flexible and work flexible hours including some evenings and weekends.
  - Work as a team to integrate organizational operation objectives and actions.
  - Work within a budget with fiscally responsible use of resources and purchase of / maintenance of equipment and supplies.
  - Maintain accurate records and data collection to facilitate evaluation and ongoing quality improvement.
  - Recommend and implement improvements to systems and contribute updates and revisions to operational procedure manual.
  - Keep public and work spaces neat and orderly.
  - Carry out other duties as directed.

### **How to Apply**

To apply, please send cover letter and resume by Friday, September 1, 2017 to:

Breanna Wheeler, Executive Director  
River Bend Nature Center  
PO Box 186  
Faribault, MN 55021

or email [wheeler@rbnc.org](mailto:wheeler@rbnc.org)

River Bend Nature Center was established in 1978 in Faribault, Minnesota and is a non-profit nature center located on 743 acres which includes maple basswood forests, restored prairies, wetlands and the Straight River. The mission of River Bend Nature Center is to help people discover, enjoy, understand, and preserve the incredible natural world that surrounds us. To achieve this mission, River Bend Nature Center provides environmental education programs for area schools and public programs and special events for people of all ages and abilities. In addition, there are ten miles of multi-use trails and an interpretive center open to the public year-round. Learn more at [www.rbnc.org](http://www.rbnc.org)