



River Bend

NATURE CENTER

Job Description

Title: Naturalist

(Part Time, Seasonal, Non-Exempt) – up to 32 hours a week
scheduled on a monthly basis
June- August

Reports to: Associate Director of Programs and Engagement

Qualifications / Education / Experience

- Experience developing and delivering environmental education or outdoor recreation programs, camps, and special events for all ages, abilities, and diverse backgrounds.
- Schooling in environmental education/science, outdoor education/recreation, natural history/interpretation, education, biology or related field. Candidates with comparable combinations of education and experience may be considered.
- Class D Driver's license with violation free driving record.
- Ability to pass a background check.
- Means of self-transportation during the work day and evenings as needed. Proof of meeting Minnesota requirements regarding auto registration and liability insurance.
- First aid / CPR / AED certification a plus
- Experience canoeing/kayaking, archery or other outdoor activities a plus.
- Experience handling, caring for, and presenting programs with animals a plus.

Knowledge / Skills / Abilities

- Ability to
 - identify, learn and share natural and cultural history of the area,
 - effectively communicate, orally and in writing, with groups and individuals in formal and non-formal situations,
 - 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, analyze, and solve problems,
 - plan for safety and follow risk management principles,
 - achieve work objectives using good time management,
 - drive a 15-passenger van, hook up and move trailers, transport equipment,
 - read, write, and communicate in English,
 - work nonstandard hours and overtime when the need arises, and
 - show energy and passion for the River Bend Nature Center mission.
- Enthusiasm for learning and working with children.



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- Strong project management and organizational skills with ability to take initiative to shape daily priorities and work toward goals of long-term projects, meet deadlines, and work as a team with staff and volunteers.
- Proficiency with computer and online applications (Windows, Google, Office) and social media (Facebook, Instagram) and ability to learn/use other applications (constituent/program management software).
- Spanish, Somali, or American Sign Language experience or fluency a plus.

Essential Duties

1. Programs

- Deliver creative and enriching environmental education/outdoor recreation programs for all ages, abilities and backgrounds which meet current science/academic standards and/or achieve organizational goals and objectives. Some of these include: on- and off-site school programs, homeschool, camps, after school programs, scouts, outreach, public programs and special events.
- Design interpretive and promotional displays and exhibits.
- Field questions from Interpretive Center visitors and trail users.
- Provide assistance with land and facility projects as needed.

2. Relationships

- Develop and maintain strong working relationships with staff, volunteers, community, Board of Directors, the public, and other organizations and entities.
- Assist with volunteer activities.
- Field questions from and cultivate interest in River Bend Nature Center by on-site visitors and by phone/email, etc.

3. Communications

- Represent and promote 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.

4. Other

- Maintain accurate records and data collection to facilitate evaluation, ongoing quality improvement, and inventory of supplies and equipment.
- Maintain, care for and provide enrichment for live animals and involve them with programs.
- Exhibit professionalism and commitment to the River Bend Nature Center mission, vision, values and policies.
- Work as a team to integrate operational objectives and actions.
- Positive, optimistic attitude and willingness to be flexible and work flexible hours including some evenings and weekends.
- Keep public and work spaces clean, neat and orderly.
- Carry out other duties as directed.