

## Seven Ponds Nature Center

### Job Opening: Naturalist (year-round, part-time)

The Naturalist is an integral part of the operation of Seven Ponds Nature Center. This person performs a wide variety of interpretive naturalist duties. The Naturalist reports to the Director of Environmental Education and operates within guidelines established by the Executive Director, Board of Directors, and board committees. This person works as a team with other nature center staff and volunteers, and must present a good image through both action and appearance.

#### Duties and Responsibilities

**Duties and responsibilities of the naturalist include, but are not limited to, the following:**

- Oversee the nature center's land stewardship program, including invasive species control, nest box monitoring program, and Woodland Wildflower Area management
- Instruct or assist with all nature center educational programming, including the School Field Trips, Camp Seven Ponds, Scout Programs, Traveling Naturalist, Homeschool Program, and others
- Oversee Eco Days in May, including scheduling programs, developing craft projects, creating event flier, publicizing the event, presenting programs, and coordinating the day's activities
- Participate in other special events as required
- Assist with the center's schedule of activities for adults and families
- Serve as "Naturalist on Duty" on a rotating basis, including some weekends
- Write one lead newsletter article per year and additional articles based on position description
- Create press releases related to job description
- Respond to questions by members and the general public in person, and by telephone, letter, and email
- Coordinate and work with volunteers performing tasks related to position description
- Represent the nature center at professional workshops and conferences
- Perform receptionist duties when required
- Assist with gift shop duties, including sales
- Assist with maintenance activities as required

#### Education and Experience Requirements

- B.S. in biology, nature interpretation, environmental education, natural resources, or related field
- Nature center experience desirable
- Must enjoy working with people, especially children
- Must be a good team player

**Starting Wage Range:** \$12-\$14 per hour, depending on experience and qualifications

**Weekly Work Schedule:** Four days per week, eight hours per day, variable days

*The Naturalist is an "at will" employee whose duties are subject to change or modification at the discretion of the nature center. As a staff member of Seven Ponds Nature Center, the Naturalist shall perform these duties in such a manner as to bring credit to the center and the profession, and must present a good image through both action and appearance.*

**To apply, send a cover letter, curriculum vitae, list of references, and any other pertinent information to:**

Daryl Bernard, Executive Director  
Seven Ponds Nature Center  
3854 Crawford Road, Dryden MI 48428  
Telephone: 810-796-3200  
E-mail: [dbernard@sevenponds.org](mailto:dbernard@sevenponds.org)