

POSITION DESCRIPTION: Part-Time Naturalist

General Description: This is a year-round Naturalist position at Seven Ponds Nature Center in Dryden, Michigan. The days worked are typically Tuesday through Friday, and Thursday through Sunday. The Naturalist plays an important role in the programs and day-to-day operations of Seven Ponds Nature Center. This person performs many interpretive naturalist duties, as well as a variety of additional duties relating to the operation of a well-rounded community nature center. The Naturalist reports directly to the Director of Environmental Education/Chief Naturalist and operates within guidelines established by the Board of Directors and the Executive Director. This person works closely with other nature center staff and volunteers.

Duties: The duties of the Naturalist include, but are not limited to the following:

-Assists with Seven Ponds' School Field Trip Program. This includes helping develop individual programs, scheduling programs, presenting individual programs, and teaching Assistant Naturalist (ASNAT) classes relating to these activities.

-Assists with the nature center's Traveling Naturalist Program. This includes helping develop individual programs, scheduling programs, and presenting programs.

-Assists with the nature center's summer camp, Camp Seven Ponds!. This includes developing programs and activities for the individual camps and teaching the week-long sessions.

-Assists with the nature center's Scout Program. This includes scheduling and presenting programs.

-Assists with the center's schedule of events for adults and families. This includes developing and scheduling activities in conjunction with other staff members, assisting with program publicity, presenting programs, and occasionally taking part in weekend activities.

-Assists with the land stewardship activities and Land Management Plan at the nature center. This includes the center's program for control of invasive plant species, the nature center's nest box monitoring program, assisting with native plantings, and management of the Woodland Wildflower Area.

-Oversees the nature center's social media presence, presenting Seven Ponds in a positive manner through the nature center's Facebook page and other social media platforms.

-Oversees Enchanted Woodland in October. This includes recruiting and training volunteers, developing craft projects, creating the event flyer, publicizing the event, presenting programs, and coordinating the day's activities.

-Participates in other special events as required, including the Holiday Auction.

-Writes articles for the center's newsletter, including one lead article per year, and assists with the newsletter's production.

-Serves as "Naturalist on Duty" on a rotating basis. Also greets the public, takes admissions, makes gift store sales, and promotes membership to visitors as needed.

-Organizes and leads natural history field tours if so qualified and in conjunction with the center's schedule of tours.

-Creates and gives programs to civic groups and service clubs on Seven Ponds or natural history and conservation topics.

-Coordinates and works with volunteers performing tasks related to position description.

-Respond to questions from members and the general public in person, by telephone, by letter, and by email.

-Assists with maintenance activities as required.

-Represents the center at professional workshops or conferences.

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.