

## **Position Description: Full Time Naturalist #1**

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 directly to the Director of Environmental Education and operates within guidelines established by the Board of Directors, Executive Director, and board committees. This person works as a team with other nature center staff and volunteers. The Naturalist must present a good image through both action and appearance.

The duties of this Naturalist shall include, but not be limited to the following:

- Assists with Seven Ponds' school field trip programs. This includes helping develop and present individual programs, publicizing programs, scheduling programs, and teaching.

- Coordinates the nature center's volunteers. This includes recruiting new volunteers, maintaining records on individual volunteers and volunteer groups, contacting volunteers for work at the center, and providing volunteer recognition.

- Oversees the nature center's exhibits. This includes developing exhibits in conjunction with an overall exhibit plan, constructing exhibits, and maintaining exhibits.

- Oversees the nature center's natural history collections. This includes developing a collections policy, cataloging the collections, adding to the collections as needed, maintaining existing collections, and maintaining all necessary state and federal permits.

- Oversees the nature center's live animal collection. This includes providing exhibit housing, collecting specimens following guidelines established by the State of Michigan, and caring for the animals on an as-needed basis.

- 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, and presenting programs.

- Assists with the center's summer program, Camp Seven Ponds! This includes developing programs and teaching week-long sessions.

- Assists with the nature center's Traveling Naturalist program. This includes helping with program development and presenting programs.

- Coordinates WinterFest and participates in special events as required.

- Organizes and leads natural history field tours if so qualified and in conjunction with the center's schedule of tours.
- Writes articles for the center's newsletter, Heron Tracks, and assists with its production.
- Creates and gives programs to civic groups and service clubs on Seven Ponds or natural history and conservation topics.
- Answers questions from members and the general public in person, by telephone, and by letter.
- Serves as "Naturalist on Duty" on a rotating basis. Also greets the public, takes admissions, operates the bookstore, and promotes membership to visitors.
- Assists with habitat improvement, prairie reconstruction, monitoring activities, trail maintenance, and, when necessary, general maintenance.
- Represents the center at local meetings and at workshops or conferences.

Starting Wage: \$32,136 per year (based on hourly wage)

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.