

Seven Ponds Nature Center

Position Description: Full-Time Naturalist #3

General Description: The Full-Time Naturalist #3 plays an important role in the educational programming, and day-to-day operations at Seven Ponds Nature Center. This person is also our Social Media Coordinator. In addition to education and social media content, this person performs a variety of duties, and typically works 40 hours per week. Full-Time Naturalist #3 reports to the Executive Director (E.D.), and operates within the guidelines established by the Board of Directors, E.D., and board committees. The person in this position works collaboratively with other nature center staff and volunteers.

Duties: The duties of the Full-Time Naturalist #3 shall include, but are not limited to the following:

Environmental Education:

- Oversee the nature center's Scout programming. This includes keeping programs up-to-date with requirements. This person will also help develop, implement, and evaluate individual scout programs.
- Oversee Camp Seven Ponds! This includes leading development of the program by coordinating with other naturalist staff to develop, facilitate, and evaluate the 6-week program. This person will also develop promotional and informational materials for campers, as well as, coordinating with Weekday Receptionist on camp logistics e.g. camper check-in, camper groups, registration and forms.
- Oversee Seven Ponds Teacher Kits. This includes development and evaluation of all kits.
- Coordinate and oversee Enchanted Woodland and assist with other special events as needed.
- Develop and facilitate Outreach Programs to civic groups and service clubs about Seven Ponds or natural history and conservation topics.
- Assist with Seven Ponds' field trip programs, Traveling Naturalists programs, and Outreach programs for children. This includes development, facilitation, and evaluation, and working with our volunteer group, Assistant Naturalists.
- Assist with the center's schedule of public programs and events for members and non-members. This includes developing, implementing, and evaluating your public programs.
- Writes articles for the center's newsletter, including one lead article per year, and assists with the newsletter's production.
- Organizes and leads natural history field tours if so qualified and in conjunction

with the center's schedule of tours.

Social Media Coordinator:

- Oversee and coordinate Seven Ponds' social media presence through content development and implementation to evaluation.

Other Duties:

- Serve as "Naturalist on Duty" on a rotating basis.
- Assist with animal care and land stewardship projects as needed.
- Interact with Seven Ponds members and the general public via in person, phone, or email concerning nature questions.
- Represent the center at local meetings, and at workshops or conferences.
- Assist with general maintenance as required.

The Full-Time Naturalist #3 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 Full-Time Naturalist #3 shall perform these duties in such a manner as to bring credit to the center and to the profession.