

## Naturalist Position Position Description

**Overview:** The Discovery Center is located in the heart of Wisconsin's Northwoods and the Full Time Naturalist serves as one of the core members of our youth and family programming. This individual will deliver high-quality, engaging programming to youth and family groups. This entry level position reports to the senior Naturalist and the Executive Director. This person will also supervise the EE intern in the creation and delivery of weekly Eco-Series programs for 4-12 year olds, and managing the youth mentors and adult volunteers for the program. They will help/lead on-site and off-site programs and oversee the daily operation of the Nature Nook. This position will also oversee various Citizen Science Monitoring projects. In addition, duties include, leading/co-leading weekly hikes, explorations & trips.

**Hours:** Salaried full time position with a minimum of 40 hours/ week with typical Monday to Friday schedule that includes a good deal of flexibility and will include some required evenings and weekends.

**Compensation:** FT Salaried plus employee benefit package

### Requirements:

- **General:** Excellent oral and written communication skills. Strong organizational skills. A cheerful, positive attitude. Reliability and the ability to self-motivate and work independently. Basic office skills, data entry, and record keeping. CPR and First Aid certification are a mandatory requirement for this position, and proof of current certification is required on file prior to start date (Lifeguard Certification preferred). Valid driver's license.
- **Environmental Education:** A degree in education, environmental science, outdoor recreation, natural resources, wildlife biology, or a closely related field. Experience leading and/or teaching groups of children and families. Understanding of the ecology and natural history of the Wisconsin environment, plants and animals.

### Expectations and Opportunities:

This position is responsible for the following areas:

1. **Delivering high-quality, engaging programming to youth and family groups.**  
Develop and deliver curricula and plans for programs and activities. Manage Discovery Guides volunteer involvement. Ensure excellent records of attendance. Provide supervision and guidance to the EE Intern with Eco-Series programming. Assistance with community program events setup and facilitation (Master Naturalist, Play Days, etc.)
2. **Volunteer Coordinator:** Co-lead/lead (or train and schedule volunteers to lead) weekly programs; oversight of program volunteers, (i.e., Nibbles volunteers, Discovery Guides, Eco-Series, Family Play Day) Bird-Club and Garden Club Liaison.
3. **Sharing your passion and knowledge of Wisconsin's natural history.**  
Greet and educate visitors to the site. Assist in leading hikes, paddling and exploratory adventures.
4. **Participate as part of the dedicated Program Team at the Discovery Center**  
Work a flexible week including evenings and weekends depending on classes and schedule. Assist with special events and fundraisers, and community outreach. Communicate needs to and be willing to help other staff members as needed. Assist with storytelling initiatives for the organization, through social media posts, newsletter pieces, picture-taking, and member-board-staff presentations.
5. **Oversight of various EE and Citizen Science Projects**  
Oversight of Bi-Monthly Picture Posts, Trail-Cam project, Bird Feeder maintenance, Wolf Howl surveys.

- 6. Other duties as assigned including (but not limited to):** Coordination of Bird Festival, Oversight of drop-in activities (geo-caches, backpacks, etc.), Critter Care and Nature Nook displays oversight, Curriculum Development, Program planning, Program Delivery, Verbal/Written Communications and Interpretation for visitors and groups, visitor Services, Record Keeping, Data Entry, Citizen Science, looking for Program related grants and funding, Grant writing and management.

Please send cover letter, resume, and three references to [john@discoverycenter.net](mailto:john@discoverycenter.net)

*Closing date: September 1, 2017*

*The North Lakeland Discovery Center is a premier not-for-profit environmental education center located in Wisconsin's scenic Northwoods. Our 63-acre site is situated among forestland, wetlands, and wilderness lakes and rivers within the 240,000-acre North Highlands State Forest. The Discovery Center's activities and experiences promote stewardship of natural and cultural resources, and connect people to nature through education, recreation and research. Our events, facilities, recreation opportunities and engaging outdoor programs encourage lifelong learning and create a sense of community, well-being and fun!*