



## ABOUT US

The North Lakeland Discovery Center is a 501(c)(3) nonprofit organization whose mission is to enrich lives and inspire an ethic of care for Wisconsin's Northwoods, through the facilitation of connections among people, nature, and community. Our 63-acre site is located in the heart of Wisconsin's tranquil Northwoods, set within the 240,000-acre Northern Highland-American Legion State Forest. Members and the public are invited to enjoy, explore, and challenge themselves on our 12-mile trail system, maintained for wildlife viewing, hiking, biking, snowshoeing, and cross-country skiing.

## WHAT WE BELIEVE

- » **Experience the Outdoors** - We believe exposure to the outdoors is necessary to the health of people, families and communities.
- » **Broad Definition of Community** - We encourage people to see themselves as part of a community that cares for our Northwoods environment and culture.
- » **Commitment to Sustainability** - We believe that ecological care and economic viability create the foundations for sound decision-making and promoting environmental health.
- » **Power of Partnership** - We engage with profit and non-profit businesses, service organizations, governmental and educational bodies building off each other's strengths to fulfill our mission.
- » **Lifelong Learning** - We are committed to the use of active learning techniques with ample opportunities for reflection and interaction with diverse audiences and the natural world.

## JOIN US!

We are looking for someone who aspires to work as a part of our community, local conservation, and the great outdoors.

## THE OPPORTUNITY

We are hiring one **Nature Center Assistant** to join our team as a part of our professional development program. You may learn more about our program here: <https://discoverycenter.net/professional-development-program/>

## REPORTS TO

- » Woods and Water Director

## DESCRIPTION

This position is responsible for creating a welcoming and engaging experience for visitors while supporting the center's daily operations. As a Nature Center Assistant, duties include greeting visitors, coordinating volunteers, managing social media content, maintaining visitor records, and overseeing gift store operations. It is an opportunity to contribute to environmental education and conservation efforts in a dynamic and collaborative setting.

## EXPECTATIONS AND OPPORTUNITIES

- » **Visitor Engagement** — Greet and welcome visitors in the Nature Center, providing guidance and information about the nature center and its amenities. Share and promote details about the center's programs, memberships, facilities, and other offerings.
- » **Customer Service & Administration** — Provide excellent customer service, addressing visitor inquiries and promoting center activities. Collect and maintain accurate visitor records and data to support organizational goals.
- » **Volunteer Coordination** — Assist with recruiting, training, and supervising Nature Center volunteers. Assign tasks and provide ongoing support to volunteers to ensure successful completion of their roles.
- » **Marketing and Social Media** — Capture photos and develop content during events and programs for social media platforms. Collaborate with the Marketing Coordinator to provide content for newsletters and outreach initiatives.
- » **Nature Center and Store Operations** — Organize and maintain Statehouse gift store, research trending new merchandise, operate the cash register, and assist with transactions. Assist with general upkeep of the front desk area, Nature Center, and store including light cleaning and organization.

## WHAT YOU BRING

- » **Strong communication and interpersonal skills** with a friendly and welcoming demeanor.
- » **Excellent oral and written communication skills**, a positive attitude, and dependable organizational skills.
- » **Experience in customer service**, volunteer coordination, or related fields is a plus.
- » **Familiarity with social media platforms** and content creation tools.
- » **Ability to multitask** and maintain organization in a dynamic environment.
- » **Passion for nature**, environmental education, and conservation efforts.
- » **Strong attention to detail** with a sense of personal ownership and responsibility for your work.
- » **Collaborative with staff** and a high degree of integrity and trustworthiness.
- » **Working towards a B.S.** in environmental science, environmental education, recreation management, communication, marketing, hospitality, or closely related field.
- » **CPR and First Aid certification**, or ability to obtain upon hiring.

## THE EXPERIENCE YOU WILL GAIN

Visitor engagement, volunteer coordination, customer service, social media marketing, and retail operations, all while contributing to environmental education and conservation efforts.

## COMPENSATION AND REQUIREMENTS

- » **Compensation:** \$1,200 monthly stipend and includes free shared onsite housing.
- » **Hours:** 40 Hours/week with usual Tuesday-Saturday or Sunday-Thursday work week. Evening, weekend, and holiday work are required. The position does provide a good deal of flexibility for days off to explore the Northwoods and its abundant wilderness, serene freshwater lakes, and backcountry areas.
- » **Length of Service:** 3-months, approximately May 19 – August 16, start and end dates may be flexible.
- » **Internship Opportunities:** Position may be adjusted to earn school credit for internship or work-study projects. Option to discuss these opportunities during the interview process.

## TO APPLY

**Hiring begins immediately and the position is open until filled.** Send a letter of interest, résumé, and three references by Feb 1, 2025 to [jobs@discoverycenter.net](mailto:jobs@discoverycenter.net) with 'Nature Center Assistant' as the subject.

Questions regarding this position? Please contact [jamie@discoverycenter.net](mailto:jamie@discoverycenter.net)