Grand Traverse Conservation District

Boardman River Nature Center Program Assistant

Vacancy Announcement

ABOUT THE GRAND TRAVERSE CONSERVATION DISTRICT
The Grand Traverse Conservation District (GTCD) is a community-serving organization that cares for the people and places that make Northwest Michigan so special—our local farms, our schools, and our exquisite rivers, lakes and natural areas. Our full time staff of education and conservation experts delivers a variety of programs and services that serve our mission to *inspire exploration, appreciation and conservation of our natural world.*

POSITION OBJECTIVE:
To promote the mission of the Grand Traverse Conservation District (GTCD) by supporting the activities of the Education Team, including developing and delivering environmental education programs, creating and maintaining signage and exhibits, and representing the organization at the Boardman River Nature Center and throughout the community.

RELATIONSHIPS:
Reports to: Education Director/Camp Director
Primary relationships: Education Team, Volunteers, and Public
Secondary relationships: Conservation Team

RESPONSIBILITIES:
The Program Assistant will:

- Develop and deliver environmental education programs for families visiting the Boardman River Nature Center.
- Develop and deliver environmental education programs for adults visiting the Boardman River Nature Center.
- Recruit speakers or presenters for programs.
- Assist with the development and maintenance of hands-on activities, signage and displays in the Boardman River Nature Center exhibit hall.
- Provide excellent customer service and develop positive and welcoming relationships with Nature Center users, partners and other stakeholders.
- Assist with activities of the Education Team.
- Assist with retail sales and inventory as needed.
- Assist with administrative and other duties as assigned.

REQUIRED KNOWLEDGE AND EXPERIENCE

EDUCATION: Formal Education or Equivalent

- Must possess a degree or be currently enrolled in degree seeking program in education, child development, natural resources or other related fields or have equivalent education/experience in an applicable field.
Related Work Experience:
- Experience with the development and/or delivery of education programs for children is strongly preferred.
- Customer service experience preferred.
- Classroom management
- Environmental Education

Skills
The Program Assistant will have:
- Exceptional organization and presentation skills.
- Excellent oral, telephonic and written communication skills.
- Excellent social and interpersonal skills; be a team player; and relate positively with people of different ages, cultures and abilities.
- Working knowledge of natural history, child development, classroom management and environmental stewardship preferred.
- Computer literacy including Microsoft Office and web applications.
- Current certification in CPR and basic first aid, or willingness and ability to acquire these certifications.

Other:
- Lift and handles materials of up to 35 pounds without assistance.
- Communicate effectively, both verbally and in writing, in the English language.
- Able to work efficiently outdoors in varying conditions and terrain.
- This position will work Saturdays and some evenings.

PREFERRED START DATE:

TO APPLY: Please email completed application, resume, and cover letter stating your suitability for the position based on required knowledge and skills to GTCD Education Director Camp Director Taryn Carew at tcarew@gtcd.org. The application can be found on the GTCD website www.natureiscalling.org.

COMPENSATION
The program assistant is a grant funded part-time seasonal position working up to 10 hours/week. This position is not exempt from overtime requirements with an hourly wage of $10.00/hour. Seasonal positions are not eligible for benefits. Evenings and weekends will be required.

Applications must be received no later than 4:30 PM EST, Friday, May 27, 2016 or until filled.

The Grand Traverse Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, or other non-merit factor.

Grand Traverse Conservation District
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