

## Ijams Naturalist (Youth & Family Programs)



**Department:** Education

**Supervisor:** Jennifer Roder, Education Director

**Hours:** Full-time (40 hrs/week)

**Pay Rate:** \$25,000—\$28,000 (commensurate with experience)

### **Summary:**

This Naturalist position is a full-time position responsible for developing, instructing, and evaluating engaging nature programs for a wide variety of audiences. The Naturalist will help develop programming that supports the mission of Ijams Nature Center while also supporting the programming philosophy of the Education Department. This position is supervised by the Education Director.

### **Essential Duties and Responsibilities:**

1. Develop, coordinate and evaluate all activities for the Living Clean and Green Program, including onsite workshops, outreach to special interested groups, and programs for schools and youth organizations.
2. Develop youth education programs, including school field trips, outreach and after-school offerings.
3. Develop, promote and coordinate family and public programs as part of the Education Department.
4. Assist team of naturalists with program such as Tennessee Naturalist Program, Homeschool Academy and other public programs.
5. Oversee Birthday Party programming, including expanding topics, training birthday party assistants and assisting with scheduling as needed.
6. Assist Education Director with preparing and tracking the Education Department budget, tracking program participation and feedback, and preparing information for grant proposals and reports.
7. Participate in community events, education fairs and other outreach opportunities to market programs to the public.
8. Assist Volunteer Coordinator with volunteer recruitment and training.
9. Other duties as assigned.

### **Education and/or Experience:**

- Bachelor's degree in a field related to natural history, education, outdoor recreation or environmental science. Two to four years of experience and/or training, or equivalent combination of education and experience
- Experience teaching and coordinating programming for adults, especially in an informal science setting

- Experience teaching school programs in museum or other nontraditional education settings preferred
- Experience working with audiences who are diverse in culture, age, race and physical abilities
- First Aid/CPR certification, or the ability to obtain certification upon employment

**Other Qualifications:**

- Must have the energy and desire to work with diverse audiences
- Must have a passion for nature and the ability to deliver programs in a pleasant, tactful and enthusiastic manner
- Must have excellent written and oral communication skills and the ability to work collaboratively with many different partners
- Must be highly organized with strong attention to detail, accuracy and deadlines
- Must have the ability to work a flexible schedule, which may include evenings and weekends
- Must have a valid driver license and reliable transportation to/from work
- Must be able to pass a criminal and vehicular background check

This position will spend approximately 60% of the time outdoors, in all weather conditions. While performing the duties of this job, this employee may be exposed to dust, temperature variance, weather variance, noise, pollens and fumes. The person in this position must be comfortable maintaining a positive learning atmosphere in all conditions, and must make sound judgments about safety. While performing the duties of this job, this employee is frequently required to sit, talk, hear, use keyboard, view computer monitor and use phones. The employee occasionally will be required to lift and/or move up to 40 pounds and may need to carry it for approximate distances up to 50 feet, bend, reach with hands and arms, use fingers to write or type and handle or feel, walk, carry documents, crouch, stoop, kneel, climb stairs and use a step ladder in lifting and lowering materials. The position requires use of office equipment such as computer, copier, calculator, fax machine, postage machine and point-of-sale system. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**How to Apply**

Email or mail a cover letter, resume and a list of references to Jennifer Roder, Education Director, at [jroder@ijams.org](mailto:jroder@ijams.org). Deadline to apply is Friday, April 13.

*Ijams Nature Center is an equal rights employer committed to diversity in staff, Board of Directors, volunteers, visitors and program participants without discrimination on the basis of race, religion, color, national origin, gender, sexual orientation, age or disability.*