

Job Description – O’Brien County Conservation Board Naturalist

DESCRIPTION

This position includes educational programming, display construction, front line customer service, some general office work, and greeting and tour assistance for the O’Brien County Conservation Board. The naturalist will oversee and expand upon a well-established environmental education program and will be responsible for writing and administering grants, fundraising efforts, and planning and executing events.

HEADQUARTERS

Prairie Heritage Center, 4931 Yellow Avenue, Peterson, Iowa

The Naturalist must live within 30 miles of the Prairie Heritage Center for emergency response.

STARTING SALARY

\$40,000 - \$45,000 annually with full benefits

Position will require non-typical, non-standard hours – evening and weekend work will be requested

Introductory Period: Probationary period ends at 6 months.

SUPERVISION RECEIVED

This position is under the immediate supervision of the Conservation Board Director and the Assistant Director. All employees of the Conservation Board are under the general supervision of the Conservation Board members.

SUPERVISION EXERCISED

This position will oversee the work activities of student and adult volunteers.

DUTIES AND RESPONSIBILITIES

- Environmental Education Programming
 - Plan, schedule and implement environmental education operations for schools, public programming and civic organizations
 - Plan, prepare and implement displays at the Prairie Heritage Center
 - Organize and carry out speakers and special events
 - Coordinate with the director and assistant director on future plans for the Prairie Heritage Center and its displays
- Publicity
 - Provide press releases and handle interviews for radio, TV and newspapers
 - Design and create brochures and other documents for press or publicity
 - Write and publish quarterly Little Sioux Wanderings newsletter
 - Write and administer grants
 - Assist with public calls
 - Serve as O’Brien County Conservation Board liaison on boards and committees
- All other duties as deemed necessary by the director and assistant director.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL TASKS

- Bachelor's Degree in environmental education, interpretation, outdoor recreations, ecology or related earth or biological science degree
- At least one year of experience in development and presentation of environmental or interpretive programs
- Ability to meet the professional standards as described by the Iowa Association of Naturalists or obtain and maintain a Certified Interpretive Guide certification through the National Association for Interpretation

SKILLS AND ABILITIES

- Computer skills: MS Word, Excel, Power Point & Publisher; QuickBooks Software; Facebook, Instagram and Social Media Platforms
- Ability to follow written and oral directions
- American Red Cross First Aid Training or ability to take course and become certified
- Certification in CPR or ability to take course and become certified
- Valid Iowa Driver's License
- Characteristics: friendly, self starter, motivated, punctual, team-player, attentive to detail, people-person yet able to work and be alone at the center, willingness to learn new things, ability to multi-task

PHYSICAL DEMANDS

- Ability to routinely stand, sit, walk, operate office and hand tools, kneel, stoop, balance, and climb; ability to routinely lift 25 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions
- Pre-employment physical is required.

APPLICATION PROCESS

- Please send resume and cover letter to O'Brien County Conservation Board at 4931 Yellow Avenue, Peterson, Iowa, 51047. Applications will be accepted through September 14, 2020.