

## Seasonal Position – Naturalist Intern

### Definition:

This is a part time, seasonal position under the general supervision of the Environmental Education Coordinator. The intern will complete approximately 300 hours of service May – August 2016. The intern will assist with environmental education and interpretation at the Hurstville Interpretive Center and other sites in Jackson County. The intern may create educational displays and assist with writing informational articles and press releases. This position requires sharing weekend and evening program duties. Depending on applicant's availability, the position will start sometime in May and end sometime in August.

### Equipment/Job Location:

The intern will be assigned to work from the Hurstville Interpretive Center. This position requires the member to operate a variety of program presentation equipment including LCD projector, computer, digital camera, etc. Outdoor recreation equipment such as canoe, compass, archery, fishing rod and reel and similar equipment may also be used. Other equipment used will be water sampling kits and hand tools such as saw, hammer, loppers, pruning shears, rake, shovel and other landscape maintenance equipment. This position requires the intern to travel throughout Jackson County. The intern will have use of a county vehicle when it is available.

### Essential Functions of the Job:

- Assist with the development, organization, and presentation of environmental education programs for the general public, civic and conservation groups, youth groups and schools in Jackson County.
- Plan, assist and lead activities for summer day camps for youth.
- Write news releases and other correspondence related to program presentation.
- Care and maintenance of materials and equipment used for programs.
- Open and staff Hurstville Interpretive Center on a shared weekend and evening basis with other staff.
- Perform other duties as directed by the naturalist, EE coordinator or executive director.
- Care for captive animals at the Hurstville Interpretive Center

### Additional Examples of Services Performed:

- Work irregular hours including evenings and weekends.
- Lead groups in activities such as nature hikes, orienteering, canoeing, and fishing in outdoor settings.
- Provide information to the public related to the natural resources field, tourism, and related topics.
- Contact volunteers by phone or written correspondence.
- Develop schedules for programs and maintain records of projects completed.
- Prepare a site for program presentation or activity to be conducted.
- Recognize and solve problems occurring during the performance of duties.
- This position requires the member to have current certification in first aid and CPR, or able to successfully complete such course within first month of hire.

### Required Knowledge, Skills, and Abilities:

- Basic knowledge of materials, methods, and techniques used in environmental education.
- Basic knowledge of program presentation, equipment use, maintenance, and minor repairs
- Ability to self-start and find work projects when not directed to do so.
- Ability to express ideas both verbally and in writing.
- Ability to understand and follow directions properly.

- Ability to lead groups through activities such as nature hikes, orienteering, canoeing, and fishing in outdoor settings. Balancing, stooping, kneeling, and lifting are sometimes required.
- Ability to use discretion and independent judgment.
- Ability to work with all ages in large and small group settings.

### Qualifications:

- Demonstrated ability to work with K-12 students and general public.
- Beginning knowledge of environmental themes and issues, outdoor skills, recreation programs, basic ecology, field identification and natural history.
- Ability to work outside in a variety of weather and terrain conditions.
- Effective communication skills and experience with computers and desktop publishing.
- One year of college.
- Valid Iowa driver's license.

### Compensation:

Hourly rate of \$9.50.

### TO APPLY:

Applications can be picked up at the Jackson County Conservation office at the Hurstville Interpretive Center or downloaded from our website at [www.jacksonccb.com](http://www.jacksonccb.com).

Send completed employment application, cover letter and resume to:

Jessica Wagner

[jess@jacksonccb.com](mailto:jess@jacksonccb.com)

OR

18670 63<sup>rd</sup> Street, Maquoketa, Iowa 52060.

For additional information call 563.652.3783.

**Application DEADLINE: Wednesday, February 22, 2017**