



ODC Network

Seasonal Naturalist Position Description

Title: Seasonal Naturalist

Reports to: VP of Programming

Status: Full-time, Seasonal May-August, at-will

Overview: The Seasonal Naturalist serves as an at-will, seasonal, full-time employee of the ODC Network. This position assists at the Outdoor Discovery Center, DeGraaf Nature Center, and other off site locations. The primary job responsibilities consist of assisting with natural history programs, summer camps, and caring for captive live animals. The Seasonal Naturalist is responsible for supporting the mission of the ODC Network through these activities in addition to being a positive representative of the organization in the community.

Hours: 40 hrs/week, some weekends and evenings

Compensation: \$15.00/hr

Desired Skills:

- Ability to work with groups of various ages
- Knowledge of interpretive techniques and interpretive program planning
- Experience working with live animals including reptiles, amphibians, fish, insects, mammals, and birds
- Knowledge of the flora and fauna of the Great Lakes region
- Experience in kayaking, archery, and leading groups
- Ability to multitask, adapt to change, develop plans and timelines and complete goals
- Strong ability to work both collaboratively and independently
- Ability to use Microsoft Office and Google Drive products effectively

Education/Experience/Requirements:

- Working toward or received a degree in environmental education, natural sciences, biology or a related field
- Must pass a background check, have a valid driver's license and be fully insurable by the ODC Network

General Responsibilities:

- Assist with the setup, facilitation and clean-up of general programs
- Assist with the facilitation of camps, kayaking, programs and public presentations
- Assist with captive animal husbandry and feeding
- Greet visitors and manage the visitor experience from the ODC Visitors Center and DeGraaf Nature Center
- Typical work days are Monday through Friday from 8:30 am to 5:00 pm
 - Regular weekend and/or evening work (A flexible schedule will be created when working outside of a typical day to ensure a reasonable amount of work)
 - All scheduling of regular, evening, weekend, and holiday work will be coordinated by the VP of Programming
- Support the overall goals of the organization
- All other duties as assigned by the VP of Programming, and the executive management team

Physical Demands:

This position requires the ability to work outside in various weather conditions. The Wildlife Manager must be able to occasionally lift to 50 pounds and walk, stand, and sit for extended periods of time.

Equipment Operated:

Power-washer, cordless screwdriver, all-purpose ATV, golf cart. Proficient with Microsoft Office applications, Google suite applications, and the operation of general office equipment.

These job responsibilities represent only the essential and most significant duties of the position. An addendum that reflects special tasks, responsibilities or directives may be created for each staff person based upon their specific work agreement.

ODC Network Diversity Policy Statement: The ODC Network is an equal opportunity employer. To read our diversity statement, go to <https://outdoordiscovery.org/wp-content/uploads/2020/11/Diversity-Policy-Statement.docx.pdf>

To Apply:

Send resumes to VP of Programming, Joy Funk – joy@outdoordiscovery.org. Call 616-268-2847 with questions.