



ODC Network

Seasonal Naturalist Position Description

Title: Seasonal Naturalist

Reports to: Chief Naturalist

Status: Full time / Seasonal

Start Date: May - August (exact dates TBD)

Overview: The Seasonal Naturalist serves as an at-will, seasonal full-time employee of the ODC Network a West Michigan based outdoor education and conservation organization. This position assists at the Outdoor Discovery Center, DeGraaf Nature Center, and other various off site locations. The primary job responsibilities are assisting with natural history programs, summer camps, and caring for the ODC Network's collection of 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, Start date in the late spring (flexible)

Compensation: \$12.00/hr

Requirements:

- Must pass a background check and have a valid driver's license
- Ability to work outside in various conditions and sit/stand for extended periods of time

Desired Skills:

- Ability to work with groups of various ages from preschool through adult
- Knowledge of interpretive techniques and interpretive program planning for various audiences, especially children
- 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, 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 lift between 30 and 50 pounds (examples include: bag of bird seed, bird of prey travel box, canoe or kayak)
- Ability to use Microsoft Office and Google Drive products effectively

Education/Experience:

- Working toward or received a degree in environmental education, natural sciences, biology or a related field

Duties and 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
- Support the overall goals of the organization
- All other duties as assigned by Chief Naturalist, VP of Programming, COO, and/or CEO

Applications:

Application deadline is Friday, March 15, 2019. Send resume and three references in print or electronic format to:

ODC Network
4214 56th Street
Holland, MI 49423
joy@outdoordiscovery.org

Call 616.368.2847 with questions about applying

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