

Weekend Naturalist Exhibit Staff Position Description

The Aldo Leopold Nature Center (ALNC) in Monona seeks qualified, energetic individuals to join its weekend team in a dynamic indoor/outdoor position educating the public on a variety of environmental and natural history topics. Staff is now being hired to assist with ALNC's weekend public programming, events, exhibits, guided tours, and other activities related to topics such as local flora and fauna, climate change, renewable energy, nature, seasonal phenology, Leopold teachings, and the environment. Team members staff the building during public weekend hours (10am - 2pm), oversee admissions, manage exhibit areas, lead outdoor hikes and interpretive programs, staff birthday parties, lead group tours, and welcome and assist visitors of all ages as they explore, engage with hands-on activities, and participate in varied programming.

The Nature Center is a nonprofit organization dedicated to promoting environmental education for schoolchildren, their teachers, and families. In addition to public exhibits and grounds, ALNC offers programs for schools and the public on sites in Monona and Black Earth and organizes Nature Net, a consortium of environmental education providers in southern Wisconsin.

Time Commitment and Details:

- Weekend Naturalist Exhibit Staff are committed part-time positions during weekend public hours [typical shifts are 9:30am-2:30pm Saturdays and Sundays; special events and programs require varied hours. Expect approx. 4-5 shifts/month].
- Candidates must be available most Saturdays and Sundays, with additional shifts for special programs as needed. The option of increasing hours through weekday and evening tours and assisting with other programs may be available.
- Position available immediately.
- Compensation: \$12.50/hr.
- Opportunities: Become experienced with outdoor, climate science, and sustainability education; work in a "high-tech, high-touch" state-of-the-art facility situated on acres of native prairie, wetland, and woodland habitat; use a wide range of educational technology, including digital curriculum, theaters, exhibits/displays, and other interpretative materials combined with hands-on activities and indoor/outdoor programming; become familiar with a variety of non-formal educational techniques, curricula, and communication; contribute to planning and coordinating educational activities; gain experience working with public visitors of all ages.

Duties and Responsibilities:

- Plan and deliver inquiry-based, experiential nature studies programs for families, scouts, birthday parties, and youth groups.
- Staff and oversee exhibit floor; run exhibits and technology; implement new media and procedures; troubleshoot as needed.
- Provide interpretation for public; coordinate volunteers and guest presenters; set up programs and activity stations.
- Assist with development of activities, programming, exhibit displays, and a variety of multimedia educational technologies.
- Assist with administrative and customer service duties, including front desk sales, admissions, information, gift shop, visitor information, marketing, and membership.
- Opening and closing procedures; re-stock, tidy, and maintain public areas; other duties as assigned.

Requirements and Qualifications:

- At least 18 years of age; college degree in relevant field (environmental education, education, natural science or closely related field) preferred.
- Experience working with school-age children in both formal and non-formal education settings. Interest in education about the environment, energy, and weather/climate; strong science background preferred.
- Knowledge of regional flora and fauna preferred; respect, concern, and excitement for the natural environment and a demonstrated ability to share that excitement with others.
- Commitment and reliability; good decision-making; detail-oriented and self-directed.
- Experience in cash register sales and demonstrated accountability in cash-handling and accounting procedures preferred.
- Comfort in managing facility and guests, directing volunteers, and following written instructions and procedures.
- Cheerful, positive, and open attitude, excellent communication skills, good sense of humor, and ability to work with all ages.
- Flexibility and creativity; excellent organization skills and ability to multi-task; problem-solving skills.
- Ability to manage schedule and work well in a team environment with other staff.

- Experience working with technology (IT, A/V equipment, etc.) and computer skills (Microsoft Office, etc.) preferred.
- Reliable transportation to ALNC required.
- Spanish language skills preferred, but not required.
- Standard First Aid and Adult/Child CPR and Lifeguard certifications preferred

How to Apply:

To apply, please send a cover letter, resume, and three references to:

Brenna Holzhauer, Director of Exhibits and Digital Curricula

Aldo Leopold Nature Center: 330 Femrite Drive, Monona, WI 53716

brenna@naturenet.com (608) 216-9375

Email applications encouraged.