

## Environmental Educator & Community Assistant

The Aldo Leopold Nature Center (ALNC) in Monona seeks qualified, energetic individuals to join its team in a dynamic indoor/outdoor position educating the public on a variety of environmental and natural history topics. Staff are now being hired to deliver and facilitate ALNC weekend educational programming, guided tours, and events. Activities focus on topics related to local flora and fauna, seasonal phenology, climate change, sustainability, and the history and teachings of Aldo Leopold and his family. Staff lead group tours and interpretive programs, teach birthday parties, lead scout or other organized youth group programs, and welcome and assist visitors of all as they explore and engage with varied programming.

ALNC is a nonprofit organization dedicated to promoting equitable environmental education for children, their teachers, and families. Our mission is to engage and educate current and future generations, empowering them to respect, protect, and enjoy the natural world. In addition to public exhibits and grounds, ALNC offers varied educational programs, hosts public and private events, and organizes Nature Net, a consortium of environmental education providers in southern Wisconsin.

*ALNC is an equal opportunity employer committed to building and serving a more diverse staff and community, and qualified applicants of under-represented backgrounds and identities are encouraged to apply.*

### Time Commitment and Details:

- Environmental Educator & Community Assistants are committed part-time staff generally available between 9:00am and 4:00pm, Saturdays and Sundays. Special events and programs create varied hours; employees can expect around 20-25 hours a month during peak season depending on availability and programming. The option of increasing hours through weekday and evening programming, front desk staffing, special events, and rentals may be available. *Note: Due to COVID-19, these hours may be lower or more sporadic. There are currently no weekend front desk hours as ALNC's facility remains closed to the public.*
- Compensation: \$13.00/hr.
- Opportunities: Become experienced with non-formal nature-based and sustainability education; work in a state-of-the-art facility situated on acres of restored prairie, wetland and woodland habitat; use a wide range of educational technology, theaters, exhibits/displays, outdoor equipment and other interpretive materials combined with hands-on activities and indoor/outdoor programming; contribute to planning and coordinating educational activities; gain problem-solving, social interactive and interpretive experience working with public visitors of all ages and backgrounds.
- Positions available starting July 2021. Initial shifts will include training and shadowing.
- Initial applications will be reviewed after July 2<sup>nd</sup>, 2021. New applications will be accepted on a rolling basis after this date.

### Duties and Responsibilities:

- Prepare for and deliver inquiry-based, experiential nature studies programs for families, scouts and other youth groups, youth birthday party participants, and other diverse program participants.
- Develop and update educational and informational materials, self-guided activities, and multimedia programming for walk-in visitors.
- Provide orientation and facilitation for volunteer land steward groups.
- Staff and oversee public areas and exhibits during public hours (*no public hours currently due to COVID-19*); troubleshoot and upkeep as needed.
- Provide interpretation for public; coordinate volunteers; set up programs and activity stations.
- Assist with administrative, point-of-sale, and customer service duties, including merchandise sales, visitor information, program registration, marketing, and membership.
- Open and close building; re-stock, tidy, disinfect and maintain public areas.
- Other duties as assigned.

### Requirements and Qualifications:

- At least 18 years of age.
- Professional experience, training, degree or degree-in-progress in relevant field (environmental education, education, natural science or closely related field).
- Interest in environmental education, climate, and phenology; experience working with children ages 2-14 from [diverse backgrounds](#) preferred.
- Respect, concern, and excitement for the natural environment and a demonstrated ability to share that excitement with others; knowledge of regional flora and fauna 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 multitask; problem-solving skills.
- Ability to manage schedule and work well in a team environment.
- Reliable transportation to ALNC.
- Experience working with technology (IT, A/V equipment, etc.) and computer skills (Microsoft Office, etc.) preferred.
- Experience in cash register sales and demonstrated accountability in cash-handling and accounting procedures preferred.
- Spanish language skills preferred.
- 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:

Sarah Voss, Community and Weekend Program Coordinator  
Aldo Leopold Nature Center: 330 Femrite Drive, Monona, WI 53716  
[sarah@aldoleopoldnaturecenter.org](mailto:sarah@aldoleopoldnaturecenter.org)  
(608) 221-0404 ext. 0

Emailed applications encouraged.