

Grand Traverse Conservation District  
Position Description  
**NATURE CENTER COORDINATOR**

POSITION OBJECTIVE:

To assist the Education Director and the Education Team to promote the District's brand promises, goals and values through vibrant education programs at the Boardman River Nature Center and throughout the community.

RELATIONSHIPS:

The Nature Center Coordinator reports to, and is supervised by, the Education Director and works closely with the rest of the Education Team and the District's Administrative Assistant.

RESPONSIBILITIES:

- Coordinates use of the Boardman River Nature Center by other groups and individuals; manages partner contracts; schedules events and coordinates room and pavilion rentals.
- Manages the Grand Traverse Conservation District's website; updates registration forms on website.
- Assists in database management; records volunteer hours; records visitor data.
- Acts as greeter for visitors to the Nature Center; provides information and guidance to users and monitors their activities.
- Manages retail sales at reception desk; orders, manages and prices stock.
- Oversees exhibits at the Nature Center; monitors and maintains existing displays and assists in acquisition of new displays and exhibits.
- Manages the District's marketing platforms such as: creating monthly e-news mailings; managing Facebook page; sending monthly press releases; creating program guides.
- Recruits, coordinates and stewards volunteers.
- Coordinates Seedling and Native Plant Sale including:
  - a. Mailings
  - b. Orders
  - c. Catalogs
  - d. Marketing.
- Works with Education Team to:
  - a. Develop and maintain a positive, welcoming and cooperative relationship with Nature Center users, partners and other stakeholders.
  - b. Help develop and implement educational programs, events and presentations at the Nature Center that promote natural resource stewardship among the area's youth and adult populations.
  - c. Assist with planning and conducting District events.
  - d. Regularly update the education and events pages of the District's website.
  - e. Maintain the District's library of reference materials.

QUALIFICATIONS:

**EDUCATION:** Bachelor's degree or equivalent work experience preferred in natural history or environmental education, interpretation, or related field.

**EXPERIENCE:** Proven experience in interpretation, program development, event planning, volunteer management, or marketing

**ABILITIES:**

- Computer literacy including working knowledge of Windows platform and software, especially the Microsoft Office package. Familiarity with donor management software and Wordpress is beneficial.
- Exceptional organizational and presentation skills.
- Excellent oral, telephonic and written communication skills in the English language.
- A team player with excellent social and interpersonal skills and can relate positively with people of different ages and abilities.
- Working knowledge of native tree, shrub and plant materials helpful.
- Maintains a valid driver's license.

**Skills**

The Nature Center Coordinator will have:

- Exceptional organization and presentation skills.
- Excellent oral, telephonic and written communication skills.
- The ability to focus and manage several projects in an environment with multiple distractions.
- Must be able to work independently of direct supervision and as part of a team.
- Excellent social and interpersonal skills; be a team player; and relate positively with people of different ages, cultures and abilities.
- Working knowledge of natural history and environmental stewardship preferred.
- Computer literacy including Microsoft Office and web applications.

**Other:**

- Lift and handles materials of up to 35 pounds without assistance.
- Communicate effectively, both verbally and in writing, in the English language.
- Able to work efficiently outdoors in varying conditions and terrain.
- Must be able to work flexible hours, including some evenings and weekends.

**TO APPLY:** Please email completed application, resume, and cover letter stating your suitability for the position based on required knowledge and skills to GTCD Education Director, Taryn Carew, at [tcarew@gtcd.org](mailto:tcarew@gtcd.org). The application can be found on the GTCD website [www.natureiscalling.org](http://www.natureiscalling.org).

**COMPENSATION**

The Nature Center Program Coordinator is a part-time, up to but not exceed 30 hour/week position. There may be some flexibility as to the numbers of days worked to obtain the weekly hours. This position is not exempt from overtime requirements with an hourly wage ranging from \$12.00 to \$14.00/hour depending on experience. Some evenings and weekend work may be required

**Applications must be received no later than 4:30 PM EST, Friday, May 5, 2018 or until filled.**

*The Grand Traverse Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, or other non-merit factor.*