

Grand Traverse Conservation District
Nature Preschool Program Assistant
Vacancy Announcement

ABOUT THE GRAND TRAVERSE CONSERVATION DISTRICT

The Grand Traverse Conservation District (GTCD) is a community-serving organization that cares for the people and places that make Northwest Michigan so special—our local farms, our schools, and our exquisite rivers, lakes and natural areas. Our full time staff of education and conservation experts delivers a variety of programs and services that serve our mission *to inspire exploration, appreciation and conservation of our natural world.*

POSITION OBJECTIVE:

To promote the mission of the Grand Traverse Conservation District (GTCD) by supporting the activities of the Education Team, including developing and delivering environmental education preschool programs and representing the organization at the Boardman River Nature Center and throughout the community.

RELATIONSHIPS:

Reports to: Education Director/Education Assistant

Primary relationships: Education Team and students

RESPONSIBILITIES:

The preschool program assistant will:

- Assist the lead teacher in imparting classroom instruction
- Maintain a safe and organized classroom environment for children
- Assist the lead teacher in ensuring the physical, social, cognitive and educational excellence of children
- Ensure that the classroom is aesthetically attractive so that students enjoy their surroundings while learning lessons
- Provide support to the lead teacher in planning lessons and daily activities based on the principles of child development
- Ensure development of positive relationships with children with a view to promote self-esteem and self-discipline
- Provide comfort to distressed children through compassion and tact
- Oversee children to make sure that they are safe during outdoor activities

Qualifications:

- Able to work efficiently outdoors in varying conditions and terrain.
- Lifts and handles materials of up to 35 pounds without assistance.
- Communicate effectively, both verbally and in writing, in the English language.
- Working knowledge of natural history, child development, classroom management or environmental stewardship preferred.
- Must be able to work every Thursday morning from 8:00am-1:00pm.

Grand Traverse Conservation District

1450 Cass Road, Traverse City, MI 49685 // 231.941.0960 // www.natureiscalling.org

Support: Training for this position will be provided. In addition, the staff will be available for questions and assistance.

WORKING CONDITIONS

GTCD's offices are located in the Boardman River Nature Center in Traverse City, MI. The coordinator will frequently be in the field, which may involve traversing uneven, boggy, and submerged terrain in wide ranges of air temperatures and weather.

COMPENSATION

Nature Preschool program assistant is a temporary/part-time up to 10 hours/week for up to 31 weeks. This position is not exempt from overtime requirements with an hourly wage of \$10.00-\$12.00. Temporary/part-time positions are not eligible for benefits. Some evenings and weekend work may be required.

PREFERRED START DATE

September 14, 2017

TO APPLY

Please email completed application, resume, and cover letter stating your suitability for the position based on required knowledge and skills to the Grand Traverse Conservation District Education Director/Camp Director Taryn Carew at tcarew@gtcd.org. The application can be found on the GTCD website www.natureiscalling.org/about/employment.

Applications must be received no later than 5:00pm EST Monday, September 4, 2017 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.

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