

**Grand Traverse Conservation District**  
**Nature Preschool Program Specialist**  
**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 in imparting classroom instruction
- Maintain a safe and organized classroom environment for children
- Assist staff 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 staff 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
- Develop, schedule, promote and deliver environmental education programs for preschool students, teachers and the general public in a variety of settings
- 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 child development, classroom management and/or environmental stewardship or natural resources preferred.
- Must be able to work every Tuesday and Thursday morning from 8:00am-1:00pm.

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1450 Cass Road, Traverse City, MI 49685 // 231.941.0960 // [www.natureiscalling.org](http://www.natureiscalling.org)

## **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 15 hours/week for up to 20/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.

## **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](mailto:tcarew@gtcd.org). The application can be found on the GTCD website [www.natureiscalling.org/about/employment](http://www.natureiscalling.org/about/employment).

Applications must be received no later than 5:00pm EST Sunday, October 21, 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.*

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