

Grand Traverse Conservation District

Education 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 SUMMARY

The Education Assistant works with the Education Team to further the mission of the Grand Traverse Conservation District by supporting the activities of the Education Team, led by the Education Director/Camp Director. Primary responsibilities include developing and delivering environmental education programs, creating and maintaining signage and exhibits, and representing the organization at the Boardman River Nature Center and throughout the community.

RELATIONSHIPS

Reports to: Education Director/Camp Director (ED/CD)
Works with: Education team, volunteers, campers
External Stakeholders: Park users, partner organizations, Nature Center visitors

RESPONSIBILITIES

The Education Assistant will:

- Assist with the development and delivery of ten, week-long summer day camp programs for youth.
- Assist with the development and maintenance of hands-on activities, signage and displays in the Boardman River Nature Center exhibit hall, including animal care.
- Assist with volunteer training and other administrative duties as assigned.
- Assist with GTCD special events, including retail sales and inventory as needed.
- Provide excellent customer service and develop a positive and welcoming relationships with Nature Center users, partners and other stakeholders.
- Assist ED/CD in ensuring that camp licensing requirements are followed.

STANDARDS OF PERFORMANCE

Success is measured by the degree to which the individual:

- Is punctual and is prepared to work;
- Creates and maintains a safe work environment;
- Completes work in a timely manner;
- Exhibits ability to work well with others;
- Follows State of Michigan Day Camp guidelines;
- Completes 30 hours of training.

WORKING CONDITIONS

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

Grand Traverse Conservation District

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

REQUIRED KNOWLEDGE AND EXPERIENCE

Formal Education or Equivalent:

- Currently enrolled or recently graduated in a degree program in education, ecology, biology, conservation, natural resources, or other related field, or possess related work experience.

Positions Requirements:

- Must be able to work through August 24 2018;
- Complete 30 hours training (required).

Related Work Experience

- Experience with the development and/or delivery of education programs for children preferred;
- Knowledge of Northern Michigan natural surroundings;
- Customer service experience preferred.

Skills

The Education Assistant will have:

- Exceptional organization and presentation skills;
- Excellent oral, telephonic and written communication skills;
- 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, child development, classroom management and environmental stewardship preferred;
- Computer literacy including Microsoft Office and web applications;
- Current certification in CPR and basic first aid, or willingness and ability to acquire these certifications.

Other

- Safely operate a motor vehicle and is licensed to do so;
- Lift and handles materials of up to 35 pounds without assistance;
- Communicate effectively, both verbally and in writing, in the English language;
- Lead and manage a group of 10 children under the age of ten;
- Work efficiently outdoors in varying conditions and terrain;
- Work flexible hours, including evenings and weekend.

COMPENSATION

The Education Assistant is a seasonal employee working up to 30 hours/week for up to 12 weeks. This position is not exempt from overtime requirements with an hourly wage of \$9.25. Seasonal positions are not eligible for benefits. Saturday work may be required.

PREFERRED START DATE

June 11, 2018

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.

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Applications must be received no later than 5:00pm EST March 23, 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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