



POSITION DESCRIPTION NATURALIST/LEAD GUIDED DISCOVERIES INSTRUCTOR

Position:	Naturalist/Lead Guided Discoveries Instructor
Employment Classification:	Full-time, Year-round, Exempt
Immediate Supervisor:	Education Director
Compensation:	\$37,000 starting annual salary

Position Purpose and Summary

This position serves as a naturalist from September to mid-June, and Lead Guided Discoveries summer day camp instructor from mid-June through August. Naturalists are responsible for teaching school programs onsite, offsite, and virtually, as well as public programs such as live animal presentations in our trailside amphitheater, live animal outreach programs, afterschool programs, homeschool programs, educational lake cruises, and environmental education programs for families. Education Staff members also assist with exhibit design, develop education programs, serve on staff committees, complete independent projects to support education programs/mission, and contribute to special events. Science Center Guided Discoveries nature day camps encourage discovery, learning, and outdoor play in and about the natural world for children ages 4 through 14. Our camps are active and emphasize time spent outdoors. The Lead Guided Discoveries Instructor is responsible for overseeing the day-to-day operations of the summer camp, supervising and coaching the Guided Discoveries Instructor and Intern, planning educational activities, leading day camps, communicating with parents, handling and presenting live animal ambassadors, and performing other tasks that support the safety and success of the program.

Essential Duties

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Teach school programs, including programs at the Science Center, offsite at schools, and virtually, and assist in the development of new programs.
- Develop and teach public programs such as Up Close to Animals, outreach programs, afterschool programs, homeschool programs, educational lake cruises, and environmental education programs for families.
- Teach naturalist sessions with Blue Heron School students as scheduled.
- Handle and present live animal ambassadors for educational purposes while ensuring the safety of animals, participants, and yourself.
- Close the Live Animal Exhibit Trail one day per week during May, June, September, and October.
- Assist in the design, construction, production, maintenance, and refurbishing of educational materials/props.
- Assist with educational exhibit development.
- Serve on relevant staff committees.
- Contribute to and participate in SLNSC special events.
- Plan and lead innovative, engaging, and age-appropriate activities for eight weeks of nature and science-themed day camps targeted for youth ages 4 through 12.
- Update/develop weekly lesson plans for Guided Discoveries.
- Provide high quality customer service to Guided Discoveries campers and parents.
- Coordinate daily camp activities and animal encounters.
- Purchase camp supplies and track camp supply budget.
- Complete necessary camp record keeping including tracking of daily camper arrival and departure.
- Effectively communicate and coordinate with all members of the Science Center team to ensure overall success of programming.
- Provide direction to Guided Discoveries Instructor and Intern; work with camp staff to plan and lead activities, and provide feedback on performance.
- Ensure safety of site, activities, and program participants; report any accidents, injuries, and safety concerns to Education Director.
- Maintain cleanliness and safety of all program and office spaces.
- Other duties as assigned.

Education and Qualifications

To perform this job successfully, an individual must have the following education and/or experience.

- Must be at least 18 years of age.
- Must be able to successfully pass a background check to interact with children.
- High school diploma or equivalency is required.
- Bachelor's Degree with a major in the natural sciences, environmental education, natural resources interpretation, or a related field, or comparable relevant experience, is preferred.
- Current progress towards obtaining a degree or continuing education is appreciable.
- Significant, documented, professional experience is preferred.

Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Two to three years of experience teaching a variety of audiences in a non-formal environmental education setting.
- Previous experience working with youth in an outdoor setting, with demonstrated success working with a 4-6 year old age group.
- Knowledge of New Hampshire's natural history.
- Animal handling experience is preferred.
- Demonstrated public speaking skills and ability to effectively communicate with diverse audiences.
- Positive and enthusiastic attitude.
- Motivation, a willingness to learn, and a desire to work with people and animals.
- Ability to play a musical instrument(s) and willingness to play with/in front of kids is desired. Willingness to sing songs with students and campers.
- Current certification in Adult and Child CPR/First Aid with AED or willingness to obtain (recertification provided for all employees biannually).
- Licensed NH commercial boat operator or the willingness to obtain a NH commercial boating license.
- Possess or obtain a valid NH Driver's License.
- A strong and active interest in learning and personal growth, including self-assessment and feedback from colleagues.
- Good organizational skills.
- Ability to work well independently and as part of a team.
- Certified Interpretive Guide through the National Association for Interpretation is preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand for extended periods of time.
- Must be able to verbally communicate with staff, individuals on the phone, and visitors.
- Must be able to use office equipment such as computers, telephone, multi-function copy/scan/print machines.
- Ability to work in an environment that includes exposure to zoonotic diseases and environmental allergens including but not limited to dust, mold, pollen, live birds, live mammals, live reptiles, live insects, and other animals.
- Ability to work outside in all weather conditions, locomote long distances on uneven terrain, and lift at least 25 pounds unassisted.
- Must be able to tolerate working in a variety of environmental conditions and climates.
- Must be able to remain patient in perceived times of crisis or actual crisis.

Compensation

This is a full-time position, 40 hours per week, with an annual salary of \$37,000. Schedule includes evenings and weekends. Anticipated start date is March 1, 2024.

To Apply

Complete the Employment Application available at <https://nhnature.org/who/careers.php> and submit, along with a cover letter and resume, to Human Resources and Finance Manager Bonnie Baker at bonnie.baker@nhnature.org.

Squam Lakes Natural Science Center is a welcoming inclusive organization that is committed to ensuring that individuals of all backgrounds and abilities are welcome and respected. Squam Lakes Natural Science Center provides equal employment opportunities to all employees and applicants for employment without regard to sex, race, color, religion, national origin, gender expression, marital status, age, sexual orientation, Vietnam Era/Disabled Veteran status, age, disability, or genetics. In addition to federal law requirements, Squam Lakes Natural Science Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Please contact our Human Resources and Finance Manager, Bonnie Baker, bonnie.baker@nhnature.org, with any employment-related questions.

Revised 1/2024