

Squam Lakes Natural Science Center

Job Description

Employment Title: Assistant Naturalist

Supervisor Title: Education Director

Employment Classification: Non-exempt, hourly

Employment Type: Full-time, temporary; a 10-month position from March to December

Average Hours Worked: 40 hours per week, 80 hours per pay period

Schedule: Flexible, Includes evenings and weekends

Compensation: \$17.00 per hour (*Housing assistance is available*)

Paid Time Off: 9 Holidays, vacation days¹, sick days, and personal days (*pro-rated*)

Employer-sponsored Benefits: Health, dental, vision, life, disability, flexible spending, and 403(b)

Supplemental Benefits: An 8-person SLNSC membership, retail, program, cruise discounts, training, and professional development support. A complete summary of benefits can be provided upon request.

Seasonal Positions are not eligible for employee benefits.

Position Summary

Squam Lakes Natural Science Center (SLNSC) seeks an Assistant Naturalist to join our education team. The Assistant Naturalist works as part of the education team, teaching school and public programs. Onsite programs are taught in our classrooms, trailside amphitheater, and outdoors utilizing the fields, ponds, and forests of the Science Center campus. Offsite programs are taught at schools, libraries, and at community organizations and events. Our animal ambassadors, primarily non-releasable native wildlife, featured in our education programs and on our live animal exhibit trail, are the primary vehicle through which we achieve our mission to advance the understanding of ecology by exploring New Hampshire's natural world.

Role & Responsibilities

- Teach school programs, including programs at the Science Center, offsite at schools, and virtually.
- Develop and teach public programs such as Up Close to Animals, outreach programs, afterschool programs, homeschool programs, and environmental education programs for families.
- Plan and lead innovative, engaging, and age-appropriate activities for 3 to 4 weeks of summer nature day camps targeted for youth ages 5 through 13.
- Teach naturalist sessions with Blue Heron School students as scheduled.
- Handle and present live animal ambassadors, following our Animal Ambassador Policy, for educational purposes while ensuring the welfare and safety of animals, participants, and yourself.
- Complete a project of your own design and choice that supports the education department. Projects can be focused on things such as developing education programs, ambassador animal care and training, exhibit design, or community science.
- Assist in the design, construction, production, maintenance, and refurbishing of educational materials/props.
- Assist with special events.
- Effectively communicate and coordinate with all members of the Science Center team to ensure the success of programming.
- Maintain cleanliness and safety of all program and office spaces.
- Other duties as assigned.

Education and Qualifications

- Must be at least 18 years of age.
- Must be able to successfully pass a background check to interact with children.

¹ Vacation time is based on years of employment and increases incrementally.

- A 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 and Skills

- 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 5 to 9-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.
- Current certification in Adult and Child CPR/First Aid with AED or willingness to obtain (*training provided for all employees at no cost*).
- Possess or obtain a valid Driver's License, and have reliable transportation.
- 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 Requirements

- Ability to read, write, and communicate verbally on the phone, in person, and online.
- Sitting or standing: Remaining seated or standing for long periods of time.
- Walking: Moving around the office to access files, printers, etc.
- Using hands and fingers: Handling or feeling objects, keyboard, phone, and printer controls.
- Operating a computer: Able to use a computer and other office equipment.
- Pushing, pulling, or reaching: Moving objects, or pushing them away, reaching overhead.
- 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 20-25 pounds unassisted.

Temporary Housing Assistance

- Housing is available at an estimated cost of \$900 per month.
- Housing is located two miles from the Science Center in a private one-bedroom cottage.
- The cottage is located on a property with other units occupied by employees of local nonprofits.
- The property includes amenities such as pickleball courts, an outdoor fire pit, and lake access.
- Rent includes utilities and internet.
- Transportation is required to get to work, and amenities such as grocery stores.
- We do not assist with relocation expenses.

Application Process:

- To be considered for this role, qualified candidates must email Bonnie Baker, HR/Finance Manager, a resume and a cover letter of interest at bonnie.baker@nhnature.org.
- All applicants must submit a cover letter and professional resume to be considered.
- Candidate submissions without a cover letter will be asked to provide a cover letter.
- A completed SLNSC employment application will be required before the first interview.
- Applicants will receive an acknowledgment email within two days of submitting their credentials.
- Candidates will be selected for interviews within five to ten business days, and the interview process consists of a series of interviews with our hiring committee.
- Telephone inquiries are not permitted due to the high volume of applicants.

Job Description disclosure:

The above job description is not all-inclusive. This role may be required to perform other reasonably related duties assigned by the supervising manager or director. Squam Lakes Natural Science Center reserves the right to update, revise, or change the job description whenever business needs deem necessary. Squam Lakes Natural Science Center is a not-for-profit 501(c)(3) organization and an Equal Opportunity Employer (EEO). New Hampshire is an employment-at-will state. This means that either party may terminate the employment relationship at any time, with or without cause or notice. All applications, resumes, and materials submitted become the property of SLNSC.

Equal Opportunity Employer (EEO) statement:

All qualified applicants receive consideration for employment regardless of age, race, religion, gender, sexual preference, gender identity, national origin, protected veteran status, disability (physical or psychological), or any other protected classification under federal and state law. Our policy requires a completed employment application, reference, and background checks to be conducted on new employees before their first day of employment. Immigration verification is required.

v. 01/24/2025