



## POSITION DESCRIPTION ASSISTANT NATURALIST

<b>Position:</b>	Assistant Naturalist
<b>Employment Classification:</b>	Full-time, Temporary (10-month position), Non-exempt
<b>Immediate Supervisor:</b>	Education Director
<b>Compensation:</b>	\$18.00 per hour, housing available
<b>Schedule:</b>	40 hours/week, February-November, evenings and weekends required

### Position Purpose and Summary

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 one of the primary vehicles through which we achieve our mission to advance the understanding of ecology by exploring New Hampshire's natural world.

### 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.
- 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 3-4 weeks of summer nature day camps targeted for youth ages 5 through 13.
- Assist with teaching 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 choosing that supports the education department. Project 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 success of programming.
- 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 5-9 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).
- Possess or obtain a valid 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 drive for periods of 1-2 hours during the day or at night.
- 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 temporary position from February-November 2026, 40 hours per week, with an hourly rate of \$18.00. Schedule is variable, but frequently includes evenings and weekends.

Housing is available at a cost of \$563/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 pickle ball courts, outdoor fire pit, and lake access. Rent includes utilities and internet. Transportation is required to get to and from the Science Center and to services such as grocery stores.

#### **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](mailto:bonnie.baker@nhnature.org).

*The above position description is not intended to be 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 or revise the position description anytime.*

*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](mailto:bonnie.baker@nhnature.org), with any employment-related questions. Revised 1/2026*