

Hawthorn Hollow Nature Sanctuary and Arboretum

JOB DESCRIPTION

Position Title: Naturalist

Basic Function: Responsible for the development and execution of all aspects of educational programming and assists with grounds maintenance, and special events.

Supervisor: Executive Director

POSITION RESPONSIBILITIES

1. Educational Programming

- Responsible for maintaining, coordinating, and expanding the spring and fall educational programming, as well as developing and conducting additional environmental programs throughout the year.
- Responsible for expanding, scheduling, preparing information and leading environmental and outdoor activities for school groups, and adult tours.
- Responsible for maintaining and developing educational displays, and identification markers.
- Responsible for the preparation of proposals and grants specific to the educational experience at Hawthorn Hollow.
- Participates as a non-voting member at meetings of the Friends of Hawthorn Hollow.
- Assists with the publication and distribution of the quarterly Friends Newsletter.
- Assists with maintaining database using Microsoft Office Access, for programs, volunteers, donors, and the Friends membership.
- Responsible for updating educational page of Web site.

2. Grounds Maintenance.

- Responsible for recruiting, cultivating, instructing, and maintaining a core of volunteers to assist with grounds maintenance.
- Assist with all aspects of grounds maintenance, which includes but is not limited to, general gardening, mowing, weed control, mulching, brush cutting, invasive species removal and disposal, planting, watering, road repair, minor building care.

3. Special Events.

- Actively participates in all events.
- Responsible for and leads informational kiosk for the promotion of Hawthorn Hollow at all events, including off-site outreach events.
- Assist with preparation of mailings for special events and all other misc. (Annual Fund Drive, Membership Drive, Newsletter, Birds and Breakfast, Educational Flyers, Concerts, Art Fair, Holiday Boutique Sale).
- Assists with preparation and clean up of grounds and buildings for events.

QUALIFICATIONS

- BA or BS in environmental education, education, natural science, or related field desirable.
- Must have excellent written and oral communication skills.
- Must have knowledge and concern for the out-of-doors and a demonstrated ability to share that concern with others.
- Experience working with school-age children desirable.
- Natural history knowledge and experience with earth science education desirable.
- Horticultural knowledge and experience with wildlife management desirable.
- Experience with Microsoft Access or other database desirable.
- Must be able to perform the physical duties as demanded by the job.
- Must be able to manage their own time be self-motivated and work well with the Hawthorn Hollow staff, Friends Board, volunteers, and the general public.

PERFORMANCE EVALUATION

- The Executive Director will review job performance on an annual basis.

COMPENSATION

- Salary or Wages based on experience. .

HOURS

- Flexible, as demanded by the job, may include weekend and evening programs and events.

TO APPLY

- Send resume and cover letter detailing qualifications to:
Joe Fonk, Executive Director
Hawthorn Hollow, 880 Green Bay Road, Kenosha, WI 53144.
Email applications are welcomed at hawthornhollow@wi.rr.com.
Deadline: When filled.