



# ALASKA WILDLIFE CONSERVATION CENTER

## Position Description

Title: Naturalist – Education Specialist

Category: Full time, Year-round, Paid with Benefits

Reports To: Director of Education

FLSA Status: Non-Exempt

Start Date: Flexible, after January 1<sup>st</sup>, 2022

### Position Overview:

As a member of the education team the Naturalist – Education Specialist will support and lead programs to grow the education department and the reach of the Alaska Wildlife Conservation Center (AWCC). As a team member of a small not-for-profit the ideal candidate will show their ability to work with flexibility shifting between program preparation, coaching interns, and serving as a front-line interpreter and educator. The primary duties of this roll are split between year-round frontline interpretation and education, developing, and maintaining educational resources, leading our volunteer programs, and completing tasks as assigned to maintain and move the education department forward. As our programs primarily feature Alaskan wildlife, environment, history, and geography we are seeking an applicant with a background and knowledge in these areas, especially pertaining to the dynamic ecosystem of Portage Valley. This position ideal for early career individuals or as a next step for applicants who have had an internship or seasonal position(s) in the field.

### Position Duties:

#### Interpretation and education

- Maintain and develop resources for public facing interpretive talks and tours as well as educational programming.
- Frontline interpretation
- Communicate schedule of daily programs within and between departments
- Serve as educator for field trips and educational events
- Facilitate virtual learning experiences
- Attend educational outreach events
- Holiday event support
- Program tasks to assist with the development and maintenance of the education department.

## **Volunteers**

- Oversee docent program
- Carry out projects with one-time volunteer and service-learning groups

## **Plants and Gardens**

- Plant and maintain garden beds
- Placement and up keep of bird feeders

## **Animal Care**

- Feed water and clean for animals used in educational programs as needed

## **Required Skills and Abilities**

- Educated and confident public speaking skills
- Work proactively on all duties assigned to meet deadlines and build program resources in a timely manner
- Ensures and helps to create a productive, fun, and positive work environment.
- Sustain a strong commitment to teamwork and communication at AWCC.
- Comfortable connecting with students across Alaska as well as across the country.
- Comfort and ability interpreting wildlife, geography, culture, and history of Alaska and Portage Valley
- Be comfortable working around animals in human care.
- Ability to work outdoors in extreme wind, temperatures, rain, and winter conditions.

## **Preferred Skills and abilities**

- National Association of Interpretation Certified Guide and experience writing programs in the interpretive outline.
- Experience writing or facilitating wildlife or environmental education programming
- Familiarity with virtual learning platforms
- Second language
- Demonstrate knowledge of health, care, behavior, and handling of wildlife
- Education related to wildlife biology, zoology, geography, environmental education, or similar
- Experience using Microsoft suite

## **Additional Requirements**

- Schedule will vary based on programming needs and season to include weekends, holidays, early morning, evenings, and over nights. Regular schedule will include weekends.
- Regular schedule will not exceed 40 hours per week. Exceptions exceeding 40 hours per week are subject to over time.
- AS, BS, BA, or equivalent experience in a natural science or education, or equivalent work experience
- Must have valid driver's license with an acceptable driving record
- Must be able to pass background check
- Must be eligible to work in the United States
- Must have received or be willing to receive tetanus, rabies, and covid-19 vaccinations by date of hire to be considered. Proof of all three vaccinations required.
- Willingness to support other departments as necessary
- Perform other duties as assigned