



Pfeiffer Nature Center
PO Box 802
Portville, NY 14770
716-933-0187

Job Description **Naturalist/Program Coordinator**

Reports to: Executive Director

Purpose: The Naturalist/Program Coordinator is a professional position with primary responsibility for developing, implementing, delivering, arranging, and marketing educational programs for Pfeiffer Nature Center.

Working Hours and Environment:

Part-time, working within an assigned range of hours, generally ranging from 17.5 hrs/week to 25 hrs/week. Flexible schedule varies based on Nature Center needs and opportunities and allows for personal demands; typical work week is Wednesday through Saturday. Occasional evening work required.

Naturalist/Program Coordinator works in Nature Center office in typical small office conditions, on Nature Center property (generally outdoors) under a wide range of weather conditions and terrains, and in schools, community buildings, and other off-site indoor and outdoor locations.

Physical Demands: While performing essential functions, the Naturalist/Program Coordinator is regularly required to walk, stand, see, speak, and hear; frequently required to sit, reach, use hands to manipulate objects or tools, and work in all weather conditions; and occasionally required are the abilities to lift, carry, bend, and stoop.

Education & Experience: The ideal Naturalist/Program Coordinator candidate will possess a bachelor's degree in science, conservation, education, or a related field and at least two years experience in working with groups of children and/or adults.

Knowledge, Skills, & Abilities:

- Strong organizational skills
- Ability to develop and implement dynamic educational programs
- Possession of and ability to transmit enthusiasm about nature and education
- Excellent verbal communication skills
- Good written communication skills
- Strong problem analysis and problem-solving skills
- Ability to build, develop, and maintain strong teams among a variety of constituents
- Ability to work independently
- Ability to work with numerous distractions
- Proven ability to think creatively, recommend and implement resourceful strategies
- Facility with Microsoft Office Suite, e-mail, and standard office equipment
- Valid driver's license and reliable transportation
- Ability to obtain NYS Child Abuse and Maltreatment Clearance

Essential Duties and Responsibilities:

Programs:

- Delivers or arranges for delivery of nature-based and place-based educational programs, both onsite and offsite, to children and adults, including:
 - Maintains and expands upon current educational programs as appropriate
 - Recommends new programs, including those to be funded through regular operating stream and those requiring grant funding
 - Develops and implements recommended programs as approved
- Markets educational programs, maximizing use of no-cost options, including:

- Develops and distributes press releases, e-flyers, program calendars, and other relevant marketing materials
- Develops and uploads information to Nature Center website
- Develops and submits items of interest to relevant web-based resources (e.g. Oleaninfo.com)
- Develops articles and other relevant information for *The Ovenbird*
- Interprets Nature Center to children and adults using generally accepted nature interpretation techniques
- Leads or arranges for leadership of interpretive trail hikes on Nature Center properties
- Organizes, maximizes use of, stores, and orders program materials & supplies as approved
- Establishes annual and monthly program calendars for on-site educational programs
- Tracks attendance at programs

Community Relations:

- Develops and maintains positive linkages with schools, libraries, Board, committees, and other appropriate community constituents
- Contributes to the development and operation of strong teams to enhance Nature Center programs and position
- Distributes agency brochures throughout the target areas, recommending changes and/or reorder times
- Participates in appropriate community events to promote Nature Center

Administration & General:

- Staffs office as assigned, performing telephone, public relations, and relevant office tasks in a timely and professional manner
- Prepares monthly, annual, and other periodic reports analyzing and summarizing program attendance, successes, challenges, and other relevant information
- Coordinates layout, printing, and other essential tasks related to *The Ovenbird*
- Maximizes use of limited resources through donations, volunteers, and creativity
- Uses environmentally friendly materials, tools, and equipment whenever possible
- Supports all fundraising and other Nature Center activities, assisting as appropriate/assigned

Volunteers:

- Recruits, trains, motivates, and supervises volunteers, focusing on those delivering or assisting with programs, leading interpretive hikes, or providing routine property maintenance tasks
- Engages volunteers in all aspects of program as appropriate
- Organizes relevant program tasks for completion by office volunteers
- Assists Director in the recruitment and training of office volunteers

Property Maintenance:

- Assists Land Management Committees as requested through the recruitment and coordination of volunteers to perform routine maintenance tasks important to program delivery, including trail maintenance, cabin opening/closing, and mowing/brush hogging/weed wacking
- Develops/expands plan for development of Children's Interactive Garden, soliciting volunteers as needed to accomplish

Research:

- Coordinates identified research projects by:
 - Reviewing for compliance with existing policies and programs
 - Gathering or receiving gathered data from research projects
 - Organizing and filing research data

Other reasonably related duties as assigned