

GORDON BUBOLZ NATURE PRESERVE
POSITION DESCRIPTION

Public Program Coordinator/Naturalist

The Public Program Coordinator/Naturalist of the Gordon Bubolz Nature Preserve leads all aspects of public programming and provides the professional expertise and leadership to accomplish the Preserve's mission of "developing a sound environmental ethic in persons of all ages through education, recreation and conservation, while promoting a strong sense of overall wellness and appreciation of nature" This position reports to the Executive Director of the Gordon Bubolz Nature Preserve, Inc., a publicly supported charity.

The responsibilities of the Public Program Coordinator/Naturalist include, but are not limited to:

- 1) developing, scheduling and presenting ongoing opportunities for public programming, special events and community outreach
- 2) coordinating, scheduling and leading corporate team-building programs and appreciation events
- 3) collaborating with community partners to design and implement programs focusing on environment, overall wellness and stewardship
- 4) overseeing and expanding the preserve's summer and winter camps; including development, planning, scheduling and execution of each series
- 5) implementing ongoing marketing efforts to publicize public programs and events; including direct contact with live media sources (tv & radio) and coordinating with preserve marketing staff to design a variety of promotional materials
- 6) working with the School Program Coordinator to execute the recruitment, training, scheduling, evaluation of and development of teacher/naturalists and volunteers in all program areas
- 7) developing and finding funding for permanent and seasonal educational exhibits and displays
- 8) serving as chair for major events and public programs throughout the calendar year
- 9) working with Executive Director to plan and conduct research activities related to the ecosystems of the Preserve and present the findings for educational purposes and to promote the Preserve as a significant ecological area
- 10) contributing to the budget process, identify funding opportunities and seeking funds through grant proposals and partner projects in environmental education, research, land management, special events, and operations
- 11) providing outstanding customer service through visitor contact both in person and on the phone
- 12) assisting in maintaining the Preserve's website and internet based social networks
- 13) performing general maintenance as needed and all other duties as assigned

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Qualifications

- Minimum of Associate's Degree in environmental sciences or education
- 2+ years of work experience in environmental education or related field
- Experience working in a not-for-profit environment, preferably one with an environmental or educational background a plus
- Excellent interpersonal communication and organization skills required
- Ability to manage multiple projects simultaneously, prioritize and work under pressure
- Upbeat, energetic and positive attitude
- Highly motivated, personable, articulate and diplomatic
- Ability to build and maintain relationships with both external visitors and internal staff
- Strong ability to work independently, yet enthusiastic to be part of a team
- Flexibility in scheduling to accommodate regular evening and weekend hours
- possess a valid WI Driver's License with a good driving record
- ability to lift and carry 50 pounds at least 100' and work on ladders up to 15'
- A passion for the outdoors and ultimately the preserve's mission
- the ability to effectively communicate the preserve's mission and purpose and interpret the natural features of the preserve