



Programs Coordinator and Staff Naturalist Position Description

The Programs Coordinator and Staff Naturalist is assigned to the Placer Nature Center and reports to the Executive Director or designee. The reporting location is the Placer Nature Center Office. The position requires some Saturdays. Upon approval from the supervisor, the position may report to off-site locations. The position is 25 to 30 hours per week, beginning at \$17.00 per hour and advancing to \$18.00 per hour with a Naturalist Certificate.

CLOSES MAY 14, 2024

General Description

60% ENVIRONMENTAL EDUCATION:

Provide on and off-site environmental science school programs based on the California State Standards. Plan, organize, and lead all Educational Programs, Green Birthdays, some Saturday events, Summer Day Camps, and other community group programs, ensuring that they are taught according to the requirements set forth by the curriculum and mission of PNC.

10% VOLUNTEER COORDINATION

Responsible for training and supervising docent and student volunteers who provide programming to visitors.

12% PROGRAM COORDINATION

Responsible for coordinating school programs, including registration, fee collection, staff coverage, site preparation, and required reporting. Maintains materials, bins and drawers with all necessary materials. Promotes programs on social media.

10% GARDENING, HOUSEKEEPING AND MAINTENANCE

Performs periodic cleanliness checks of the PNC and restroom interiors, exteriors, and adjacent landscaped areas and cleans as necessary. Housekeeping may include litter pickup, sweeping, mopping, emptying trash cans, cleaning sinks, toilets, windows, walls, and counters. Gardening may include weeding, composting, planting and watering plants.

8% ACCOUNTABILITY/COMPUTER AND INTERNET USE

Accurately accounts for all income, including fees collected. Prepares basic bookkeeping and database/accountability reports as needed. Accounts for supplies and equipment used in the programs submits purchase requests, and receives purchases of supplies and materials. Able to use computer and essential software, Google Suite, and e-mail to communicate with staff and the public. Responsible for maintaining password security and program integrity.

Please send resume and cover letter to Kathy Davidson at kdavidson@placernaturecenter.org. For more information, visit our website www.placernaturecenter.org or call (530) 878-6053.

Essential Functions and Responsibilities include the following, other duties may be assigned as required:

- Leading the docent team with guidance and supervision of students' activities
- Assisting students in their arrival and departure from the center
- Supporting docent progress
- Providing individual docents assistance with group assignments
- Preparing instructional materials and developing lesson plans
- Observing student behavior to identify potential problems and redirect behaviors
- Maintaining group discipline and safety
- Setting up activities and other areas in a neat and orderly condition
- Performing a variety of general preparatory and cleanup work
- Receiving and inventory of materials, supplies, and equipment
- Scheduling programs and other events, completing and updating registration materials
- Recording income and expenses as received

Minimum Qualifications

Employment Eligibility:

- Successful candidates must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.
- Must have access to reliable transportation for travel to program sites throughout three counties.

Education:

- High School equivalent
- AA degree or higher preferred
- California Naturalist certification desired

Experience:

- Paid or volunteer experience with preschool or elementary students.
- Coordinating work/school activities.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must currently have or must obtain CPR/First Aid certification within 30 days of employment.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Knowledge, Skills, and Abilities:

- Knowledge of the needs and behaviors of students with various cultural backgrounds.
- Knowledge of general first aid and CPR
- Knowledge of materials and equipment used in teaching.
- Knowledge of proper English usage, spelling, grammar, and punctuation.
- Knowledge of basic mathematics.
- Ability to perform a variety of general office duties, including typing.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain cooperative working relationships.
- Ability to use office equipment, including computer terminals, telephones, calculators, and copiers.
- Ability to maintain confidentiality to protect the privacy of students, families, and staff.
- Knowledge of effective instructional methods and techniques specifically applicable to students in programs to which they are assigned.
- Ability to effectively apply specialized training, education, and work experience in working with students.
- Ability to work independently with guidance.

Physical Requirements:

- Able to speak clearly on the phone and in person and be understood by others.
- Able to occasionally lift objects weighing up to 40 pounds.
- Able to work outdoors and walk on trails.
- Able to work on a computer for up to 5 hours a day and sit at a desk for extended periods; to read a computer screen and manual dexterity to operate a keyboard.
- Able to interact with multiple age groups and large groups of people.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the job.

Salary:

Compensation will be \$17.00 to \$18.00 per hour; this includes all training, post-program evaluations, and required meetings. Reasonable mileage and pre-approved expenses will be reimbursed. Placer Nature Center's part-time temporary employees are not eligible for health/vision/dental insurance benefits, paid time off, or holiday pay. 30 hours of Sick leave will be frontloaded but may not be used for the first 90 days of employment.

(March. 2024)