



Program & Operations Assistant Position Description

The Program & Operations Assistant is assigned to Placer Nature Center (PNC) and reports to the Executive Director and Programs Director. The primary reporting location is the Placer Nature Center office, with occasional work at off-site locations as approved by the supervisor. The position is approximately 15–20 hours per week, with occasional Saturday or Sunday. The starting wage is \$17-19 per hour depending on experience.

General Description

40% PROGRAM SUPPORT

Assist the Programs Coordinator with school programs, summer day camps, birthday parties and other community events. Prepare instructional materials, organize program supplies, set up activity areas, assist with student groups, and help maintain a safe, welcoming environment.

25% OPERATIONS, FACILITIES AND GROUNDS

Help maintain clean, organized, and functional indoor and outdoor spaces at PNC. Perform general housekeeping and basic groundskeeping, including weeding, watering and trail maintenance. Assist with routine facility upkeep and report maintenance needs.

15% EVENTS AND VOLUNTEER SUPPORT

Assist with preparation, setup, and cleanup for public events, educational programs, and community activities. Help prepare materials and spaces for volunteers and docents, and provide logistical support during events and volunteer activities.

10% ADMINISTRATIVE SUPPORT

Assist with organizing program materials, maintaining supplies and inventory, preparing registration materials, organizing records, and completing other general office tasks.

10% COMMUNICATIONS AND ORGANIZATIONAL SUPPORT

Assist with website updates, social media posts, newsletters and other communications.. Use email, Google Workspace, and other office software. Support other day-to-day organizational needs as directed.

Essential Functions and Responsibilities

Essential functions include the following; other duties may be assigned as required.

- Prepare, organize, and maintain instructional materials and activity supplies.
- Assist with setting up and cleaning up programs, camps, events, and other activities.
- Support PNC staff and volunteers with visitors and groups.
- Help prepare the nature center, restrooms, outdoor areas, and grounds for visitors.
- Perform general housekeeping, gardening, and trail maintenance tasks.
- Assist with organizing and maintaining supplies, materials, and equipment.
- Assist with program registration materials, and basic administrative tasks.
- Support website updates, social media, and other communications as assigned.
- Communicate supply needs, facility concerns, and other operational issues to the appropriate staff member.
- Work cooperatively with staff, volunteers, students, families, and visitors.

Minimum Qualifications

Employment Eligibility

- Must provide proof of employment eligibility and legal authorization to work in the United States.
- Must have reliable transportation to the Placer Nature Center and occasional off-site program locations.

Education

- High school diploma or equivalent.

Experience

- Experience in environmental education, gardening, facilities support, events, office administration, or a related area is desirable.
- Experience working with children, volunteers, or the public is desirable.

Knowledge, Skills, and Abilities

- Ability to follow oral and written instructions and complete tasks independently with guidance.
- Ability to organize supplies, prepare materials, and maintain clean, orderly workspaces.
- Ability to work cooperatively with staff, volunteers, children, families, and visitors.
- Basic computer skills, including email, Google Workspace, and general office applications.
- Ability to perform general housekeeping, gardening, and light maintenance tasks.

- Ability to communicate clearly and professionally in person, by phone, and by email.
- Ability to maintain confidentiality when handling student, family, staff, and organizational information.
- Basic organizational, recordkeeping, and problem-solving skills.
- Interest in nature, environmental education, and PNC's mission is desirable.
- Ability to adapt to changing priorities and assist with a variety of tasks.

Physical Requirements

- Able to speak clearly on the phone and in person and be understood by others.
- Able to occasionally lift and carry objects weighing up to 40 pounds.
- Able to work outdoors in varying weather conditions and walk on trails and uneven ground.
- Able to perform physical tasks such as bending, reaching, standing, walking, and carrying supplies.
- Able to use a computer, read a computer screen, and perform basic keyboard tasks.
- Able to interact appropriately with people of various ages and backgrounds.

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

Salary and Benefits

Compensation starts at \$17.00 per hour. Placer Nature Center's part-time employees are not eligible for health, vision, or dental insurance benefits, paid time off, or holiday pay, except as otherwise required by law. Thirty hours of sick leave will be frontloaded, subject to applicable use requirements and restrictions.

How to Apply

Please send a resume and cover letter to Kira Greene at kgreene@placernaturecenter.org. For more information, visit www.placernaturecenter.org or call (530) 878-6053.

Position Details

Position: Program & Operations Assistant

Pay: \$17-19 an hour depending on experience

Employment: Part-time, approximately 15-20 hours per week

Schedule: Monday–Friday with occasional evenings and weekends

Start Date: Winter 2027 - open until filled, applications reviewed as received

Reports to: Placer Nature Center Programs Director

Location: Auburn, California