

Grand Traverse Conservation District
Position Description

EDUCATION ASSISTANT III

POSITION OBJECTIVE:

To assist the Education Director and the Education Team to promote the District's brand promises, goals and values by facilitating enjoyable and informative experiences for visitors to the Boardman River Nature Center

RELATIONSHIPS:

The Education Assistant reports to, and is supervised by, the Education Director and works closely with the rest of the Education Team.

ESSENTIAL FUNCTIONS:

1. Lifts and handles materials of up to 35 pounds without assistance.
2. Efficiently operates a personal computer.
3. Communicates effectively, both verbally and in writing, in the English language.
4. Able to work efficiently outdoors in varying conditions and terrain.
5. Must be able to work flexible hours, including some evenings and weekends.

RESPONSIBILITIES:

1. Develop and maintain a positive, welcoming and cooperative relationship with Nature Center users, partners and other stakeholders.
2. Assist with the development, scheduling and implementation of education programs at the Boardman River Nature Center
3. Assist with the design, installation and maintenance of hands-on activities and displays in the exhibit area
4. Assist with special events
5. Staff the Nature Center reception desk as needed
6. Assist with other responsibilities as required by the Education Director

QUALIFICATIONS:

EDUCATION: Bachelor's degree in education, interpretation, natural history, biology, or related field.

EXPERIENCE:

1. Minimum of two years of experience in the development and implementation of environmental education programs for children, families and adults.

2. Proven experience and skill in working effectively and graciously with the public.
3. Michigan Teaching Certification preferred.

ABILITIES:

1. Computer literacy including working knowledge of Windows platform and software, especially the Microsoft Office package.
2. Excellent oral, telephonic and written communication skills in the English language.
4. A team player with excellent social and interpersonal skills; can relate positively with people of different ages and abilities.
5. Able to work evenings and weekends.

COMPENSATION:

The Education Assistant is a 40-hour per week, temporary position for the summer of 2010 (mid-May through August), including some evenings and weekends. Wage range: \$10 per hour. No other benefits are offered, other than those required by statute.

PREFERRED START DATE: 24 May 2010

TO APPLY: Download a copy of the application form from the District's website at www.gtcd.org. Please mail signed application, cover letter and resume to:

Colleen Masterson-Bzdok, Education Director
Grand Traverse Conservation District
1450 Cass Road
Traverse City, MI 49684

Applications must be received no later than 4:30 PM EDT, Friday, 7 May 2010.

The Grand Traverse Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap, or veteran status.