

Hawthorn Hollow Nature Sanctuary and Arboretum

JOB DESCRIPTION

Position Title: Naturalist

Basic Function: Responsible for the development and execution of all aspects of educational programming and assists with land management, fundraising and special events.

Supervisor: Executive Director

POSITION RESPONSIBILITIES

1. Educational Programming

- Responsible for maintaining, coordinating, and expanding the educational programming, as well as developing and conducting additional environmental programs throughout the year as needed.
- Responsible for scheduling, promoting and leading environmental and outdoor activities for fieldtrips and adult & family programs.
- Responsible for maintaining and developing educational displays, and identification markers.
- Responsible for the preparation of proposals and grants specific to the educational experience at Hawthorn Hollow.
- Assists with the publication of the quarterly Hawthorn Hollow Newsletter.
- Responsible for updating educational page of website.
- Responsible for recruiting and managing education volunteers and assistants.
- Partner with the Heide Observatory and Heritage Farmstead to carry out educational programming.

2. Land Management

- Assist with recruiting, cultivating, instructing, and maintaining a core of volunteers to assist with land management activities.
- Assist with all aspects of land management, which includes but is not limited to, general gardening, mowing, weed control, mulching, brush cutting, invasive species removal and disposal, planting, and watering.
- Conduct biological surveys and ecological restoration activities with Hawthorn Hollow's Ecologist.

3. Special Events

- Actively participates in all events.
- Responsible for and leads informational kiosk for the promotion of Hawthorn Hollow at all events, including off-site outreach events.

- Assist with preparation of mailings for special events and all other misc. (Annual Fund Drive, Membership Drive, Newsletter, Birds and Plants, Educational Flyers, Concerts, Art Fair, Holiday Boutique Sale).
- Assist with setup and takedown for events.

QUALIFICATIONS

- BA or BS in environmental education, education, natural science, or related field desirable.
- Must have excellent written and oral communication skills.
- Must have knowledge and concern for the out-of-doors and a demonstrated ability to share that concern with others.
- Experience working with school-age children highly desirable.
- Natural history knowledge and experience with earth science education desirable.
- Horticultural knowledge and experience with land management desirable.
- Must be able to perform the physical duties as demanded by the job.
- Must be able to manage their own time be self-motivated and work well with the Hawthorn Hollow staff, Hyslop Board of Directors, Friends of Hawthorn Hollow Board, volunteers, and the general public.

PERFORMANCE EVALUATION

- The Executive Director will review job performance on an annual basis.

COMPENSATION

- Salary based on experience

HOURS

- Full Time position. Flexible, as demanded by the job, includes occasional weekend and evening programs and events.

TO APPLY

Send resume and cover letter detailing qualifications to:
TJ Leveque, Executive Director
Hawthorn Hollow, 880 Green Bay Road, Kenosha, WI 53144.
Email applications are welcomed at tj@hawthornhollow.org