



A vehicle for understanding and appreciating the natural wonders in our own backyards.

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**Job Title:** Naturalist

**Status:** Full-time [40/hours per week]

**Reports to:** Executive Director

**Position Summary:** This full-time Naturalist position is responsible for the planning, preparation, and execution of environmental education programs for children and adults of all ages. Prairie Ecology Bus Center (PEBC) programs are taught at a variety of locations across the southwestern Minnesota region in outdoor and indoor classrooms, PEBC bus, and a variety of event locations. This position is expected to also support program areas, as assigned, such as: bus and park maintenance and cleaning; animal care; volunteer coordination; and maintenance and creation of program equipment and materials.

**Essential Roles and Responsibilities:**

- Implement PEBC environmental education/learning outreach programs with naturalist staff, Executive Director, and volunteers
- Teach environmental education programs to preschool-12<sup>th</sup> grade youth groups, scouts, families and adults, including school programs, summer camps, birthday parties, community education programs, county fairs, and public events
- Responsible for all equipment and materials set-up, clean up, and follow-up with participants
- Master PEBC curriculum and implement purpose, goals and objectives of each program daily
- Assist with the development and implementation of new programs as requested
- Work and teach both independently and as part of a team with staff and volunteers
- Willing and able to obtain Commercial Drivers License (CDL)(Class B) license within 90 days of employment, successfully completing initial and ongoing PEBC training to drive the Ecology Bus. Must be able to pass random drug test screening and obtain and renew a health card every two years.
- Responsible for PEBC bus safety checks, equipment preparation and loading, accommodating participants in on and off-boarding bus, emergency situations, and restocking of materials.
- Create a safe and fun learning atmosphere for children while projecting a knowledgeable and confident image to parents and teachers
- Articulate PEBC's mission and project a professional and positive attitude with the public
- Assist in proper care and maintenance of animals, buildings, grounds, vehicles, and equipment
- Work with staff, volunteers, and Board to meet Strategic Plan goals and initiatives
- Attend and actively participate in staff meetings, key events, volunteer trainings, and other activities on behalf of PEBC, engaging with donors, members, and visitors
- Participate in staff meetings, volunteer events, and other organization-related activities
- Other office duties as assigned, including mail, errands, cleaning, and general help

**Qualifications:**

- Commitment to PEBC mission and organizational goals and programs
- Bachelor's degree or commensurate experience in environmental studies, environmental education, natural resources, education, or a related field
- Teaching experience in outdoor or environmental education, early childhood education, summer camps, or other relevant experience. Prefer minimum of 1-year of teaching experience.
- Knowledge of and passion for natural world
- Enthusiasm for working with children and volunteers

- Strong capacity in active listening, patience, flexibility, creativity, and solution-oriented mindset
- Willingness and ability to work outdoors in variable weather conditions leading participants over variable, rugged terrain for hours at a time
- Excellent written and verbal communication skills
- Willingness to work irregular hours, including weekend
- MN Driver's License Class D required, or ability to obtain license.
- Current first aid/CPR certification or ability to obtain certification.
- Criminal History background checks will be required.

**Compensation:**

Hourly Rate: \$16-19 per hour dependent on education, skills, and experience

PEBC offers vacation and holiday leave. Qualified Small Employer Health Reimbursement Account Plan. Simple IRA Contribution. PEBC supports state-wide and regional professional development opportunities for naturalist staff. Position requires a combination of on- and off-site program-based work. Office location: Lakefield, MN.

***Interested candidates should send resume, cover/motivation letter explaining qualification and interest in position, and three professional references to:*** PEBC Executive Director. Position open until filled. No calls or other inquiries, please.

939 North Hwy 86, Lakefield, MN

[www.ecologybus.org](http://www.ecologybus.org)