



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation

JOB DESCRIPTION

POSITION: Summer Naturalist

TERM: June 18, 2017 – September 9, 2017
(12 Weeks)

REPORTS TO: Interpretation and Outreach Specialist

STATUS: Seasonal, Non-Exempt- Full-Time

UPDATED: January 2017

DEPT: Education

POSITION SUMMARY:

The Summer Naturalist position is a paid-summer internship. The naturalist position conducts interpretive natural history and environmental education programs for visitors and residents on Catalina Island. This position supports the education department outreach, community events, and Nature Center programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Interpretive Programs

- Complete Certified Interpretive Guide Training.
- Conduct outreach activities in public areas and help the Catalina Island Conservancy recruit new members.
- Conduct educational programs, including but not limited to: nature hikes (up to seven miles), nature walks, campfire programs, slideshows and/or multi-media programs.
- Develop and promote interpretive programs for residents and visitors.
- Maintain excellent records of program promotion, attendance, topics, and remarks.
- Assist with special projects or research as needed.
- Assist with development of educational programs and materials.
- Requires good social skills, extensive outreach and a passion for interacting with the public.

Office

- Answer phone and respond to information requests.
- Computer data entry as needed.
- Help with keeping vehicles, office, nature center and mobile nature exhibit presentable to the public.

Education Sites

- Assist with general care of Nature Center, Mobile Nature Station and tours of the Wrigley Memorial and Botanic Garden.
- Assist in maintaining litter-free grounds at all sites used in interpretation.
- Report site maintenance needs to Conservancy staff, including protection of habitat, trail work, cleanliness, etc.

REQUIRED QUALIFICATIONS:

KNOWLEDGE/SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The successful candidate will be required to study up and learn the natural history of Catalina Island and about the Catalina Island Conservancy. Knowledge of broad themes in environmental education and the natural history of California are important. **Self motivation, initiative and reliability are essential.** Requires basic office, record keeping, and organizational skills. Experience with MS Office products such as Excel, Word, and PowerPoint is required.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

Candidate must demonstrate strong communication skills. Must be able to speak effectively before groups, and interact constructively and well with others.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Summer Naturalist must be neat, clean, well groomed and willing to wear a uniform while performing job duties.

Valid driver's license is required.

EDUCATION/EXPERIENCE:

B.A. or B.S. degree holder or current undergraduate student in biology, environmental studies, environmental education, natural history interpretation, or experience in related field will be considered.

Outdoor education experience helpful.

WORK ENVIRONMENT/PHYSICAL DEMANDS::

- Must be in good physical condition. You will be required to hike up to seven miles over rugged terrain. The Naturalist must occasionally lift and/or move up to 30 pounds. A valid driver's license is required, and willingness to drive a four wheel drive vehicle over rough terrain required. Training is provided.
- The Summer Naturalists will work on Front Street in the City of Avalon, at the Nature Center at Avalon Canyon, the Wrigley Memorial and Botanic Garden, the Airport in the Sky, and outdoors at Two Harbors, Catalina Island. Weekends and some evenings will be required.
- Employee may be required to camp on working weekends. Camping gear is provided.
- **Employee must live and work on Catalina Island.** Shared tents with bunk beds are available for housing at (\$150.00 per month.)

[TO APPLY FOR THIS POSITION:](#)

Please send [resume and cover letter to: SEASONALJOBS@CATALINA CONSERVANCY.ORG](#)