



CATALINA ISLAND CONSERVANCY

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

JOB DESCRIPTION

POSITION: Summer Naturalist

TERM: Not to exceed 12 weeks

REPORTS TO: Interpretation and Outreach Specialist

STATUS: Seasonal, Non-Exempt- Full-Time

UPDATED: January 2019

DEPT: Education

POSITION SUMMARY:

The Summer Naturalist position is a paid-summer internship. The naturalist position is the main point of contact between the Conservancy and the visiting public in the summer months. Naturalists conduct interpretive, 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 and mission-based dialogue in public areas and help the Catalina Island Conservancy recruit new members.
- Conduct interpretive programs, including but not limited to: nature hikes (up to seven miles), nature walks, botanic tours, evening campfire talks, and daytime campground programs.
- Implement, develop, and promote interpretive programs for residents and visitors of all age levels, including implementation of the Conservancy's Junior Naturalist program
- Maintain excellent records of program promotion, visitor interactions, attendance, topics, and remarks.
- Assist with special projects or research as needed.
- Assist with development of educational programs and materials as needed
- Implement program evaluation.
- 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.
- Will complete and deliver a final project, including report and presentation, at the end of the 12-week internship

Education Sites

- Assist with general care of Nature Center, Investigation Station materials at Two Harbors and and 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 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. Desire and ability to discuss difficult and potentially contentious conservation topics preferred.** 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 wear a uniform while performing job duties.

Valid CA 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 4WD vehicle over rough terrain required. Training is provided.
- The Summer Naturalists are stationed mainly at the Wrigley Memorial and Botanic Garden and Two Harbors Investigation stations. Occasionally they are stationed on Front Street in the City of Avalon, at the Nature Center at Avalon Canyon, and at the Airport in the Sky. Weekends and some evenings will be required.
- Employee will be required to camp in designated campsites on working weekends. Camping gear is provided.
- **Employee must live and work on Catalina Island.** Shared rooms are available for housing at (\$150.00 per month.)

[TO APPLY FOR THIS POSITION:](#)

Please send [resume and cover letter](#) to: JOBS@CATALINACONSERVANCY.ORG