



CATALINA ISLAND CONSERVANCY

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

JOB DESCRIPTION

POSITION: Summer Naturalist

REPORTS TO: Community Learning Manager

UPDATED: May 2023

SALARY GRADE: 100

TERM: Not to exceed 8 weeks

STATUS: Seasonal, Non-Exempt- Full-Time

DEPT: Education

SALARY: \$15.50/ hour

POSITION SUMMARY:

The Summer Naturalist position is a paid-summer internship as a staff member of the Conservancy's Education Department. Naturalists will provide interpretation about Catalina Island for visitors and residents primarily at the Wrigley Memorial and Botanic Garden (WMBG). Summer Naturalists are the main point of contact between the Conservancy and the public the summer months, connecting with hundreds of visitors each year.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Interpretive Activities

- Conduct outreach activities and programming at WMBG and on occasion the Nature Center at Avalon Canyon, Trailhead Visitor Center, and/or the Airport in the Sky.
- Support public understanding of the mission and work of the Conservancy through mission-based dialogue
- Lead guided walking tours of WMBG.
- Share the Conservancy's Junior Naturalist program with younger visitors.
- Maintain records of program attendance and visitor interactions.
- Support the Education Department with on-site evaluation such as visitor surveys.
- Report site maintenance needs to Conservancy staff such as habitat damage or excessive litter.
- Assist with special projects and programs as needed.

Office Responsibilities

The majority of work will be in the field working with visitors with only select office work. This includes:

- Answering phones and responding to information requests
- Recording and organizing program attendance data in spreadsheets
- Recording and organizing survey data in spreadsheets
- Working to complete an end of the season report and presentation
- Other duties as assigned

Conservation workdays: As a part of a well-rounded internship experience, Naturalists will rotate in their participation in weekly Conservation Department workdays, contributing program support to both botanical and wildlife projects.

End of season report

To inform staff and future interns, at the end of the 8-week internship, Naturalists will deliver a final report and presentation to Education, Conservation, and other Conservancy colleagues.

DESIRED QUALIFICATIONS:

The internship is designed to work with your existing skills and knowledge and learn more about environmental interpretation focused on Catalina Island and the work of the Conservancy. A good candidate for the role will come to the program with the following qualities:

- General understanding of ecology and/or nature topics
- Knowledge of California plants, animals, ecology, and/or natural history
- Comfort and enjoyment speaking with the public
- Ability to talk about topics with positivity and clarity
- Self-motivation and initiative
- Reliability and trustworthiness
- Ability to be a positive representative of the Conservancy
- Outdoor activity experience (work or hobbies)
- Basic computer experience (word processing & spreadsheet programs)
- Spanish language skills are a plus

EDUCATION:

This internship is designed to support recent graduates and college students pursuing degrees in biology, environmental science, interpretation, education, or other related fields.

Coursework, extracurricular activities, or volunteer work related to these is a plus.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Must be able to stand for long periods of time and hike over moderate terrain on an incline such as providing walking tours of WMBG.
- Must occasionally lift and/or move up to 30 pounds.
- Must wear a Conservancy uniform while performing job duties together with closed-toe shoes.
- Must be able to spend their workday outside. The Garden Naturalists are stationed mainly at the Wrigley Memorial and Botanic Garden. Occasionally at the Nature Center at Avalon Canyon, Trailhead Visitor Center, and/or the Airport in the Sky.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Employee must live and work on Catalina Island.
- Valid CA driver's license is preferred.
- Work schedule will be daytime hours and include weekends

INTERNSHIP PREFERENCES:

- Preferences will be given to graduates of Avalon High School.
- Fluency in both English and Spanish

TO APPLY FOR THIS POSITION:

Please send resume and cover letter to: JOBS@CATALINACONSERVANCY.ORG