

## NATURE CENTER COORDINATOR

### NATURE OF WORK

This is responsible administrative work in the development and implementation of educational and interpretive programs and the coordination of the daily operations of Pioneers Park Nature Center.

Work involves responsibility for establishing and maintaining educational and interpretive programs; conducting, organizing and developing a comprehensive outdoor and environmental education program including outreach; supervising Pioneers Park Nature Center programs, and school and other programs. Work also includes coordinating and/or assisting with related city interpretive, educational or recreational programs. Supervision is received from the Recreation Coordinator with work being reviewed in the form of reports, evaluations, conferences, and effectiveness of services provided. Supervision is exercised over professional and paraprofessional staff.

### EXAMPLES OF WORK PERFORMED

Supervises staff in the daily operations of Pioneers Park Nature Center including inspecting the condition of Nature Center buildings, exhibits and small animal care, collections, trails, boardwalks, bridges and grounds to ensure the safety and convenience of visitors and staff; coordinates ongoing Pioneers Park Nature Center activities typical of a regional environmental education facility; manages gift shop; oversees volunteer program.

Organizes, develops and conducts a comprehensive city-wide environmental education program; supervises Pioneers Park Nature Center programs, school and other programs at Pioneers Park Nature Center, outreach programs and special events; develops goals and objectives in order to evaluate effectiveness of programs and services offered.

Writes interpretive text and coordinates publishing of informational publications such as print and digital pamphlets, newsletters, brochures, graphics, internet content, etc.; reviews and edits publications, audio-visual material, and exhibit plans in order to determine appropriateness.

Provides training for staff in the daily operation of the Pioneers Park Nature Center including proper handling and safe use of equipment, policies and procedures for area of responsibility, and in the delivery of services.

Develops and maintains cooperation between public, civic, professional and voluntary agencies engaged in related activities; coordinates and/or assists with related programs; makes presentations to interested groups; coordinates training for program leaders and instructors.

Coordinates facilities maintenance and improvements; assists with the planning and implementation of habitat management and resource development to further the goals and objectives of Pioneers Park Nature Center.

Supervises the Hyde Observatory operations; attends monthly steering committee meetings that oversee the condition of the facility; communicates those needs where appropriate; develops informational brochures and handouts; schedules the facility.

Develops budget and monitors expenses for programs in area of responsibility.

Assists with writing grants and seeking additional funding for the Pioneers Park Nature Center and its programs.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices, and techniques related to environmental education.

Considerable knowledge of the operation and maintenance of a public nature center.

Considerable knowledge of earth and life sciences and natural history.

Ability to communicate effectively both orally and in writing.

Ability to plan, develop and implement outdoor educational programs for groups of all ages.

Ability to recruit, train and coordinate a comprehensive volunteer program.

Ability to plan, assign and coordinate the work of subordinate employees engaged in outdoor environmental activities.

Ability to establish and maintain effective working relationships with coworkers, subordinates, public officials, civic organizations and the general public.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in earth or life sciences, education, or related field and two years of experience developing and implementing outdoor educational programs plus six months of supervisory experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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