



PRESERVING LAND AND RESTORING HABITAT FOR THE EDUCATION AND ENJOYMENT OF ALL

SEASONAL NATURALIST (ENVIRONMENTAL EDUCATOR) JOB DESCRIPTION

Organization Summary

The Palos Verdes Peninsula Land Conservancy, founded in 1988, is a nonprofit organization whose mission is the preservation of open space and restoration of habitat on the greater Palos Verdes Peninsula for the education and enjoyment of all. We operate two nature centers: George F Canyon Nature Center is located in Rolling Hills Estates and White Point Nature Education Center is located in San Pedro.

Position

The Conservancy seeks a personable, experienced Naturalist with broad knowledge of the greater Peninsula's natural environment to work part-time operating our nature centers and assisting with our education programs. This includes supervising the facility, welcoming visitors, overseeing volunteers, maintaining necessary records and working with people of all ages to share the Conservancy's message. This is a part-time seasonal position. Regular shifts at the nature centers are on Saturdays and Sundays (10am-4pm.) Additional regular nature center shifts on Wednesdays and Fridays and education program shifts on weekdays (Tues-Fri) may also be available. A typical two week pay period will accumulate 24-48 hours of work depending program schedules and availability. This is a seasonal, hourly position. Pay rate begins at \$17/hr. This position reports to the Education Director.

Responsibilities

- Operate the nature centers during open hours, providing each visitor with a welcoming and interesting experience
- Implement nature center programming (including nature hikes, plant sales, education programs, and school field trips)
- Enthusiastically share knowledge of local natural history, including the preserves' native plants, wildlife, habitats, geology, ecology, history, and native peoples
- Maintain clean and inviting presentation inside the Nature Center, as well as the immediate areas outside the doors, and keep information kiosk neat and current
- Train new volunteers and cultivate returning volunteers
- Take in cash sales and tour fees
- Report any observed graffiti, trail hazards, or maintenance needs to Education Director
- Prepare and maintain records, files and lists related to the operation of the center, inventory, and visitor records, and communicate these regularly with Education Director



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- Conduct live animal care at George F Canyon Nature Center

Qualifications

- Basic knowledge of southern California native flora and fauna, and interest for further learning
- Excellent reliability and communication skills
- Experience teaching and working with the public preferred
- Have the physical ability required to lead and supervise a 2+ mile hike on an unpaved, graded surface with groups of varying ages and abilities
- Some heavy lifting involved; 20-30lbs
- Ability to implement, manage, and model excellent risk management to ensure the safety of visitors and program participants
- Working knowledge of basic computer programs and applications: MS office, Google Calendar and Gmail
- Must have reliable transportation to and from various jobsites throughout PVPLC's service area

To Apply

For further information, visit our website at www.pvplc.org. Email a cover letter and resume to info@pvplc.org.