

The Huron-Clinton Metroparks are currently seeking a highly motivated individual for the position of Interpretive Naturalist based out of the Nature Center at Lake St. Clair Metropark.

**General duties include:**

- Planning, preparing, and teaching natural and cultural history programs to students preK through college, the general public and families, and summer camps. Topics will include (but not be limited to) ecosystems, water quality, life cycles, adaptations, wetlands, and seasonal nature happenings. Public programs may include crafts and other activities. Most programs have an indoor presentation and an outdoor guided hike.
- Working a varied schedule, working any day of the week, including weekends and holidays, am or pm shifts, and in any type of weather.
- Registering groups and individuals for programs, creating invoices, preparing and sending out correspondence, and arranging other school/group visit logistics.
- Creating and maintaining necessary reports and paperwork.
- Marketing programs as needed.
- Welcoming and interacting with casual park visitors
- Maintenance of indoor facilities and outdoor spaces, including captive animal and trail maintenance, as needed.
- Other duties as needed.

**Qualifications and skills include:**

- Graduation from a college or university with specialization in the field of interpretation, biology, natural science, science education or related fields.
- Experience presenting programs and working with children and adults.
- Experience researching and developing program curriculum.
- Experience with Microsoft Excel, Outlook, and Word.
- Must be able to learn new skills quickly, be resourceful and self-reliant, as well as take initiative.
- High efficiency with registration processes including the ability to solve problems.
- Ability to maintain accurate records, reports, and complete all necessary paperwork.
- Must be detail-oriented, highly organized, and reliable.
- Must possess strong interpersonal and communication skills.
- Ability to promote and maintain cooperative working relationships with schools, community groups, park patrons and co-workers.
- Exceptional customer service.
- Ability to work on multiple projects at once in a face-paced work environment.
- Ability to understand and effectively carry out written and oral instructions.
- Must have a valid Michigan Divers License.

- Must be able to lift and move items weighing up to 20 – 40 pounds.

The weekly hours of this position will vary, not to exceed 1000 hours annually.  
Salary range: \$12.00 hourly based upon experience.

Please send resume and cover letter by February 26, 2015 to:

Julie Champion, East District Interpretive Supervisor  
Lake St. Clair Metropark Nature Center  
31300 Metro Parkway  
Harrison Twp., MI 48045  
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