



— NATIONAL —
EAGLE
— CENTER —

JOB POSITION

Seasonal Naturalist

Job Description:

The National Eagle Center is an at-will, equal opportunity employer. This is a full-time seasonal position that begins as soon as possible and runs through October 31st, 2022. This position is not eligible for health benefits, or ability to sign up for a SIMPLE IRA plan. This position will begin to accrue paid-time off upon their hire date and may begin to use paid-time off beginning 90 days after the hire date. These individuals are responsible for delivering dynamic programs to a variety of groups that are of varying ages and group sizes. They will provide educational information to all guests through a variety of established programs.

Qualifications:

- Minimum 18 years of age
- Must have a valid United States driver's license and ability to drive and travel on an as needed basis.
- High school diploma or equivalent
- Bachelor's degree with concentration in wildlife, environmental education, or related field is preferred
- Six (6) months of experience working in a similar guest service role in zoo or museum setting is preferred
- Experience collaborating with multiple departments to attain mutually beneficial success
- Public speaking experience
- Ability to work independently as well as a part of a team
- Ability to engage guests and employees in a highly energizing and motivating way
- Knowledgeable of avian biology and/or behavior, specifically eagles
- Able to effectively communicate in English, in both written and verbal forms
- Proficiency in the use of computer software such as Word, Excel, and PowerPoint, etc. As well as also being proficient in Google Docs, Google Calendar, Google sheets and in office technology such as copier, telephone, and projector, etc.
- Excellent customer service skills and interpersonal skills to effectively communicate with all contacts
- Work varied shifts, to include weekends and holidays

Duties and Responsibilities:

- Welcome guests, answer any questions and provide approved educational information to groups or individuals through a variety of established programs including but not limited to
 - Step-on Bus Programs
 - Field Trips
 - River boat Cruises
 - Non-eagle classroom programs
 - Fishing on the Refuge
 - E.A.G.L.E. (Eagle Answers Given Live Everyday)
 - Secondary Outreach staff
- Serve as a proactive staff member to create, implement, and perform on and off site programs for the National Eagle Center.



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Duties and Responsibilities (continued):

- Welcome guests, answer any questions and provide approved educational information to groups or individuals through a variety of established programs including but not limited to
 - o Step-on Bus Programs
 - o Field Trips
 - o River boat Cruises
 - o Non-eagle classroom programs
 - o Fishing on the Refuge
 - o E.A.G.L.E. (Eagle Answers Given Live Everyday)
 - o Secondary Outreach staff
- Serve as a proactive staff member to create, implement, and perform on and off site programs for the National Eagle Center.
- Work closely with all staff and departments of the National Eagle Center in order to establish and accomplish goals and our mission statement.
- Enhance the National Eagle Center's reputation and mission impact by providing excellent customer service to all visitors, guests, supporters, and members.
- Other duties as assigned.
- NOTE: This is an education position only, no avian handling/husbandry duties included.

Schedule:

This position requires flexibility in scheduling. The incumbent will work weekends and may work evenings. Work schedules will be created monthly and will be followed as much as feasible. The position will require, however, adaptability in the event programmatic needs arise. Each Seasonal Naturalist's schedule will most often align with the hours of 9:00am to 5:00pm and be from

- Wednesday through Monday or Friday through Tuesday

Compensation:

- This is an hourly position with hours of 35-40 per week at a wage of \$13 per hour.

Along with your resume and references please include a cover letter explaining your experience, why you are well suited for this position, and why you feel you would be an asset to the National Eagle Center.

Please submit applications to Tiffany Ploehn, Avian Care Manager, at tiffany@nationaleaglecenter.org.