

Job Description

Student Employment Offices

College of Saint Benedict
Saint John's University

Job Title: Summer Naturalist

Department/Agency: Saint John's Outdoor University

Wage: Level One

Categories: Community Service

Length of Position: May 13, 2013 – August 16, 2013

Function/Description of the Position: To assist in the development of Saint John's Outdoor University environmental education programs and maintenance of Abbey Arboretum lands throughout the summer. Development of the environmental education programs includes arranging and leading tours for K-12 students throughout the summer. The summer naturalist will concentrate on collaborating with area K-12 teachers and Outdoor University staff to create and refurbish developmentally-appropriate field experiences as well as pre- and post-visit activities to solidify and enhance the experience. Maintenance of the land includes re-introducing rare species, weeding, and trail upkeep. This position will offer the student valuable experiential teaching experience, coordination skills, restoration ecology training, and creative thinking opportunities. Ultimately, the position will instill a sense of wonder and respect for the natural world that must be shared with others.

Duties & Responsibilities:

- Arrange and lead hands-on field trips for summer K-12 groups.
- Arrange and lead education events for the general public and Outdoor University members.
- Collaborate with K-12 teachers to create and refurbish 'traveling trunks' with pre- and post-visit curriculum resources.
- Enhance website as a resource for teachers and future tour leaders.
- Create posters, mailings, flyers, and e-mails for upcoming Outdoor University programs.
- Assist in land maintenance duties.
- General office support (e.g., filing, mailings, duplicating, etc.)

Required Qualifications:

- Must be reliable and trustworthy, able to work independently as well as with others including children and teachers.
- Strong written and verbal communication skills needed. Basic computer experience.
- Should be in generally good health and be capable of periods of prolonged walking and exposure to the outdoors.
- Should appreciate and have a strong desire to learn more about the natural environment.
- A criminal background check is required for this position and the offer of employment will be contingent upon receipt of a successful background check.

Preferred Qualifications:

- Outdoor education experience.
- Previous Outdoor University employment.

Work Schedule:

40 hours a week (8:00 a.m. – 4:30 p.m.)

Contact Person:

Sarah Gainey

Environmental Education Coordinator, Saint John's Outdoor University

Phone: 363-3133 E-mail: sgainey@csbsju.edu