

WE ARE HIRING

Naturalist & Guest Services

Share your passion and knowledge of the great outdoors with the Lansing Community!

Our NGS staff help provide a memorable experience for everyone: students, hikers, volunteers, weddings and more!

- Plan, promote and facilitate educational programming
- Help maintain inspiring spaces
- Professional Development and CPR training provided



**Starting at:
\$16/hr**

Send Your Resume to

director@woldumar.org



woldumar.org



TITLE: Interpretive Naturalist & Guest Services (NGS)

RESPONSIBLE TO: Executive Director

POSTED: 01/30/2024

APPLICATION INSTRUCTIONS: [APPLY ONLINE](#)

OR email cover letter, resume, and 3 professional references to Executive Director Kevin Wernet, director@woldumar.org.

Position will remain posted until filled.

OVERVIEW:

In coordination and collaboration with the guest services team, the NGS assists with implementing educational school programs, camp, and team building programs, and provides guest services for private and public events, which may include room arrangement and cleaning.

HOURS/COMPENSATION:

Starting pay **\$16/hour**, commensurate with education and experience. 16-24hrs/week. Hours will vary week to week based on program needs. Some weekends and evenings may be required for full- and part time positions. CPR/First Aid/AED training provided. **2024 base wage is provided by a grant awarded by the Michigan Department of Lifelong Education, Advancement, and Potential in partnership with the Michigan Department of Education.*

RESPONSIBILITIES:

1. Supervise and instruct groups of pre K - adult learners in an outdoor setting.
2. Provide care for students in compliance with state law and Woldumar policies.
3. Maintain and care for educational, recreational, and stewardship equipment.
4. Plan, promote, and facilitate educational activities both on and off-site.
5. Plan, promote, and facilitate stewardship activities on site.
6. Assist with site clean-up following each activity.
7. Assist in identifying stewardship, land management projects, and volunteer needs.
8. Maintain a positive working relationship with all co-workers, students, teachers, volunteers, parents, and visitors.
9. Be prepared and on time for scheduled work hours, programs, and meetings.
10. Work with the center's staff on all program-related grounds and facility needs.
11. Uphold the personnel policies and procedures as detailed in the staff handbook and represent the organization in a positive, professional manner. Adhere to WNC code of conduct and dress code during working hours.
12. Lift and carry up to 35 lbs.
13. Serve as a Woldumar Nature Center representative at private and public events.
14. Assist with other duties as assigned.

DESIRED QUALIFICATIONS & SKILLS:

1. Must be at least 18 years of age and able to pass a background check.
2. Can articulate and provide evidence of a passion for the organization's mission.
3. Outgoing personality with a strong work ethic, team-player mentality, humility, and a willingness to adapt to changing scenarios.
4. 2 years of coursework or equivalent experience in environmental education, outdoor education, natural resources, parks and recreation, wildlife, biology, or other related field.
5. Possesses a knowledge of and desire to learn more about natural science, especially Michigan flora and fauna and invasive species.
6. Possesses a strong desire to teach people of all ages and backgrounds, especially children.
7. Strong verbal and written communication skills.
8. Computer competency in Microsoft & Google Apps, Canva, & social media.
9. Reliable transportation to Woldumar and offsite programs.
10. Certification/willingness to become certified in first aid & CPR. Wilderness First Responder/Lifeguard are a bonus!
11. Physical ability to work outdoors, lead hikes on rough terrain in all weather conditions, and provide first aid/CPR.
12. Able to lift a minimum of 35 pounds.
13. Responsible, flexible, innovative, friendly, dedicated to environmental education and hospitality, and must be able to work hard independently or collaborate with diverse groups of peers & constituents.

STUDENTS: Ask us about making this an internship for college credit!



WHO WE ARE:

The Woldumar Nature Association is a 501(c)3 nonprofit organization with a mission “to educate people about the natural environment.” Since 1963, Woldumar has been a resource for area schools, families, and the entire Greater Lansing Community, offering seasonal day camps, field study, and educational community events. We serve over 6000 students each year.

Woldumar protects and restores over 180 acres of ecologically significant green space in southwest Lansing. A working farm before it was generously donated by Gladys Olds Anderson, the property now boasts prairie, pine forest, wetlands, and hardwood forest, bounded by over 1.5 miles of Grand River shoreline. Five miles of hiking trails are open daily to the public.

A community of association members, volunteers, and individual and corporate program sponsors help keep this tremendous local resource available. The nature center is a popular venue for weddings, meetings and conferences, birthday parties, and other social events which help raise funds to support our nonprofit mission.

Woldumar is governed by a board of directors elected by the membership, and operated by a small year-round staff currently consisting of an Executive Director, Program Director, Hospitality Manager and Groundskeeper. During an exciting time of growth for the organization, we strive to continue engaging more people in our existing programs while diversifying our offerings to reach new communities.

DIVERSITY & INCLUSION STATEMENT: Woldumar values a diverse and inclusive community and therefore does not and shall not discriminate on the basis of race, skin color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, attractional/sexual orientation, or military status, in any of its activities or operations. We are committed to the recruitment, retention, and development of a diverse workforce that represents the Greater Lansing Community.

STAFF VALUES STATEMENT: We are a staff who cares about Woldumar, its members, visitors and customers; the children under our supervision; our fellow staff members; and the work we do. We strive to communicate effectively with each other and our constituents, and maintain an organizational culture of honesty, integrity and compassion. We commit to personal, professional and organizational growth as we share the responsibility of fulfilling Woldumar’s mission: To educate people about the natural environment.

GUIDING PRINCIPLES:

- 1) As staff, board members, volunteers, or members of the association, it is our duty to fulfill the mission, assure good stewardship of the resources we’ve been entrusted with, and raise funds to sustain and grow those efforts.
- 2) Woldumar is more than a park, it is a cause and a community.
- 3) Environmental education and natural areas should attract a diverse constituency.
- 4) Outdoor recreation provides a valuable gateway to conservation ethics and environmental education.
- 5) Spending time in nature is important to one’s physical and psychological well-being.
- 6) Scientific knowledge should uplift, encourage and inspire people.