



## Leslie Science & Nature Center Huron Pines AmeriCorps Position Description

**POSITION TITLE:** Educator  
**PRIMARY SERVICE LOCATION:** Ann Arbor, MI  
**RESPONSIBLE TO:** Karen Rendell, Operations Director

Leslie Science & Nature Center is a non-profit urban science and environmental education center serving youth, families, and communities throughout southeastern Michigan and beyond. LSNC educates and inspires children and adults to discover, understand, and respect their natural environment. Through experiences with LSNC, individuals and communities establish lifelong connections with the natural world and work to support and protect it for future generations.

Our ideal candidate will have:

- Bachelor's Degree or 2 years experience in environmental education, interpretation, recreation, natural resources, education, or related field is desirable. Previous experience working with youth is a plus.
- Knowledge of Michigan's natural history.
- Ability to effectively communicate with diverse audiences, demonstrated public speaking skills, and ability to communicate with enthusiasm.
- Ability to work quickly, efficiently, multi-task, and be flexible and adaptable on a daily basis.
- Experience and ability to work well independently and in a team environment.

### **SCOPE AND PURPOSE OF SERVICE:**

This position requires a 10 month commitment. During this time this position will organize, lead, and educate in a variety of environmental education, conservation, and stewardship opportunities. This position will focus on three areas. The first area will be to implement a wide variety of interpretive and environmental education programs, with opportunities to plan and develop programs. Programs are delivered to audiences of varying ages and abilities to increase the enjoyment and understanding of the cultural and natural resources of southeast Michigan ecosystems, promote environmental awareness, and foster responsible stewardship. The second area will be to engage members of the public and volunteers by developing and managing a volunteer program focusing on stewardship and site beautification work days and program volunteers. The third focus will be to create and implement weekend presentations that educate visitors on conservation and interpretive topics.

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4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | [huronpines.org/amicorps](http://huronpines.org/amicorps) | (989) 448-2293

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This position will be at one location primarily and at times will require travel to offsite locations though we will provide transportation or mileage reimbursement. This position will require a flexible schedule serving nights and weekends at times throughout the 10 months. This position is physically demanding and will require the ability to endure being outside in all weather conditions, walk long distances on uneven ground and lift at least 50 pounds. As well the ability to serve in an environment which includes exposure to environmental allergens including but not limited to dust, mold, pollen, live birds, insects, and other animals.

## **POSITION DUTIES AND RESPONSIBILITIES:**

- Create programs and volunteer engagement utilizing our nature playscape and visitor center.
- Take the lead on coordinating large events- Spring Eggstravaganza, Backyard Campout and Animal Haunts.
- Be the lead on managing volunteers for programs including summer camp and stewardship of trails and grounds including trail maintenance, native garden maintenance, site beautification including coordinating and leading volunteer workdays.
- Prepare for and deliver high-quality and professional environmental education and interpretive programs in non-traditional and traditional settings including: onsite visitor experiences, camps and public programs, and some special events.
- Provide good customer service to LSNC visitors and promote our mission.
- Responsible for care and maintenance of program supplies and equipment.
- Handle and teach with select animals.
- Effectively communicate, coordinate, and build respectful relationships with all members of the LSNC team to ensure overall success of LSNC programming.
- Attend required training, staff meetings, and events.

## **PROGRAM REQUIREMENTS:**

- Prepare and submit 2-week schedules, timesheets and mileage reimbursement forms
- Conduct at least 2 presentations to community groups about Huron Pines AmeriCorps
- Engage at least 30 volunteers in conservation activities
- Submit 4 “Great Stories”
- Provide regular project updates and photos for the website
- Represent yourself as a Huron Pines AmeriCorps member at all times
- Attend required trainings provided by the AmeriCorps Coordinator

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## QUALIFICATIONS:

- ✓ Bachelor's Degree
- ✓ Computer efficiency (typing, email, word processing, excel)
- ✓ Ability to pass a background check\*
- ✓ U.S. citizen, national, or lawful permanent resident alien
- ✓ Commitment to conserving the forests, lakes and streams of Northeast Michigan

On occasion, service will be required at an off-site location. Use of a personal vehicle may be required to perform duties (mileage will be reimbursed). This is a 40 hour per week position and runs from January 14-November 15, 2019. Benefits include \$13,732 living stipend, health insurance, \$6,095 education award and student loan deferment.

Applications and directions are available at [www.huronpines.org/amicorps](http://www.huronpines.org/amicorps) and will be accepted until September 28, 2018.

**Reasonable accommodations:** If you need to make a request for a reasonable accommodation, due to a disability, such as obtain materials in a format that works for you or to fully participate in the application process, please contact Sarah Topp, AmeriCorps Coordinator at (989) 448-2293 x30 or [sarah@huronpines.org](mailto:sarah@huronpines.org).

\*Registered sex offenders are not eligible for AmeriCorps positions.

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