

TEACHER-NATURALIST, Full Time
New Jersey Audubon Society (NJAS) Weis Ecology Center

150 Snake Den Road, Ringwood, NJ

The teacher-naturalist has duties primarily in the education branch of the NJAS mission. In addition to the duties and responsibilities listed, this position requires taking an active role in promoting New Jersey Audubon Society as a membership-based conservation organization. Weis Ecology Center is a day use and residential facility. Supervisor: Weis Ecology Center Director

Duties and Responsibilities:

- Teaching and coordinating environmental education day and overnight programs and live animal programs for students, scouts, families, and adults in addition to developing new educational programs, curricula, public programs and partnering on NJAS projects.
- Supervising, scheduling, and training of educational staff and volunteers.
- Compiling and distributing Weis' quarterly calendar of events
- Coordinating care and feeding schedule of live animals, monitors health, completes reports & permit applications, and secures food donations for Weis' raptors and reptiles.
- Supporting the day-to-day operations of the center including daily procedures, public relations and greeting hikers, office tasks and answering phones, routine cleaning/maintenance, and additional duties as required by the Sanctuary Director.
- Organizing the operation of a small nature store, including meeting volunteer staffing needs.

Qualifications:

- BA in environmental education, environmental science, biological science, or related field.
- Teaching experience at a residential environmental education center or nature center, along with a willingness to work flexible hours (including weekends and some nights).
- Demonstrated natural history knowledge, as well as strong oral and written communication skills.
- Excellent leadership, motivational, and organizational skills required.
- Ability to use Microsoft Office Professional including PowerPoint, Excel and Access.

- Retail experience a plus

Starting Date: Immediate

Salary: Competitive and Commensurate with experience, onsite housing available.

Application Deadline: Position will be posted until filled.

Resumes with cover letters to: Rene' Buccinna, Administrative Assistant, NJAS Department of Education via email to <mailto:rene.buccinna@njudubon.org>rene.buccinna@njudubon.org. Contact phone # - 609-861-1608 x13

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