

Position Opening 2/21/2022
Assistant Naturalist– Thorn Creek Nature Preserve

The Thorn Creek Nature Preserve Management Commission (Commission) is accepting applications for one part-time Assistant Naturalist position at Thorn Creek Nature Center, Park Forest, Illinois.

Under the direction of the Naturalist, the Assistant Naturalist duties and responsibilities include:

- Perform visitor services such as welcome and inform visitors, take donations and program registrations, respond to inquiries, and other clerical duties.
- Assist in the day-to-day administration and maintenance of the nature center facility.
- Assist in development and presentation of nature education programming and special events for the public, youth groups and seniors, both at the Nature Center and offsite.
- Help coordinate volunteer activities and projects, including the regular mailings.
- Help develop written materials such as program outlines.
- Help design, create, and maintain displays.
- Assist in trail maintenance, management and monitoring in the preserve.

Minimum requirements include:

Ability to communicate in a friendly, respectful and professional manner with the public both orally and in written form.

Ability to establish and maintain effective working relationships with coworkers, volunteers and the public- persons from a wide variety of ages and backgrounds.

Be highly motivated, positive and energetic, able to work well in the team setting, demonstrate follow through, good judgment and decision making when serving the public.

Ability to work independently with minimal direction, be dependable, reliable, responsible and organized.

Bachelor's degree or continuing work toward a degree in Interpretation, Biology, Environmental Education, or related field.

Experience with nature programming for children and adults.

Interest and knowledge of local ecology, flora and fauna, and natural history.

Experience in designing and constructing interpretive displays.

A background which includes nature field experience, trail maintenance, use of a variety of hand tools and computer skills.

TCMC may accept some combinations of training and experience which provide equivalent knowledge, abilities and skills.

Starting Salary: \$15 per hour for 10 hours per week year-round including weekends and evenings.

Hours: Generally, will include one weekday and at least one weekend day each week

Thorn Creek Management Commission (TCMC) is an Equal Opportunity Employer. TCMC does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, TCMC will make reasonable modifications to ensure that all people have an equal opportunity. Persons believing that they have been discriminated against by TCMC may file a complaint alleging discrimination with TCMC or the Office of Civil Rights, U.S. Department of the Interior, www.doi.gov

Anticipated Date of Hire: March 25, 2022

Please send or email resumes by March 16, 2022 to:

Judy Mendelson
Thorn Creek Nature Center
247 Monee Road, Park Forest, IL 60466
Thorn_creek@att.net

Full **Assistant Naturalist Job Description** available by emailing above, calling Nature Center 708-747-6320 or visiting Thorn Creek Nature Preserve webpage tcwoods.org.