



Job Title: Program Naturalist – STEM Coordinator

Department: Program

Reports To: Program Director

FLSA Status: Exempt

Prepared By: Executive Director

Prepared Date: July 1, 2022

Approved By: Executive Director

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Summary: This position is part of the Wolf Ridge team of educators responsible for teaching classes, writing and maintaining curriculum, managing specific programs and class resources, conducting evening and weekend duty, assisting in the training of seasonal naturalists, and responding to center emergencies. The STEM Coordinator is responsible for coordination of citizen science and associated research, physical science education and other STEM related curricula, and sustainability focused efforts.

1) GENERAL DUTIES OF PROGRAM NATURALISTS

These are duties common to all program staff. Specific duties for this job are listed under the Essential Duties section.

- Teaches a tremendous diversity of natural history, cultural, and recreational subjects, utilizing the 2000-acre center and Lake Superior field station in facilitation of field based learning experiences. Course content and complexity is adapted to the specific ages and interests of students of all ages. Teaching duties are assigned and vary by position.
- Conducts seminars, workshops, or field trips for conferences, seasonal naturalists, or community/university/business groups as needed. May be responsible for planning and directing activities associated with these projects.
- Writes and maintains curriculum that is consistent with the center's mission, goals and standards. Plans course content and method of presentation; prepares outline of material to be covered and resources needed to conduct the class. New curriculum must be submitted to and approved by the Program Director.
- Serves evening and weekend duty as assigned. Duties include responsibility for all campus activities, supporting seasonal staff, attending to the needs of attending clients and groups, responding to and management of emergency situations, answering phones after hours, greeting and assisting visitors.
- Other program responsibilities: attend meetings, shovel and sand outdoor sites and trails, respond to customer needs, promote Wolf Ridge as the opportunity arises, provide support for fundraising and publications, and assist other staff.

2) SUPERVISORY STATUS

This position occasionally supervises volunteers and seasonal naturalists.

3) PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual should demonstrate the following competencies and skills:

Analytical Skills: Ability to research and analyze data related to their specific program areas. Analyze and interpret common scientific and education articles from journals and the Internet. Incorporate scientific data into reports and curriculum.

Problem Solving - Identifies and resolves problems by gathering and analyzing facts and drawing valid conclusions. Works well in individual or group problem solving situations and exhibits creativity when searching for problem solutions. Maintains ability to deal with frequent change, delays, or unexpected events; meets challenges with resourcefulness.

Task Management - Prioritizes and plans work activities; completes projects on time and within approved budget; uses time efficiently; works diligently to accomplish duties while looking for ways to improve quality of work; develops innovative approaches and ideas.

Customer Service - Responds promptly to customer needs, inquiries and requests for assistance; solicits customer feedback to improve service. Demonstrates tolerance for diversity when dealing with customers; exhibits behavior appropriate to working with children.

Teamwork - Balances team and individual responsibilities; shares expertise with others; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Professionalism - Treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments; comes to work on time. Maintains appropriate behaviors and language for interaction with children. Exhibits an overall positive, "can-do" attitude toward work. Promotes a trusting and friendly working atmosphere.

Organizational Support - Follows employee policies and procedures; attends staff meetings; supports organization's goals and values; develops and implements cost saving measures and conserves organizational resources; ensures work responsibilities are covered when absent; responds to management direction; commits to long hours of work when necessary to reach goals or complete a project.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Safety - Follows safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

4) EDUCATION AND EXPERIENCE

Bachelor's degree in a field of science or science education. Preference for training in the physical sciences and field based scientific research. Three or more years of related experience and/or training as a teacher and/or naturalist. Combination of experience and education must relate directly to program responsibilities.

There is a high value for this position to hold experience and knowledge in areas of climate change, renewable energy, energy conservation, meteorology, air pollution, ornithology, limnology, water conservation, and phenology.

5) OTHER QUALIFICATIONS

Computer Skills

To perform this job successfully, an individual must have competency with Internet skills, spreadsheet, and word processing software, specifically Microsoft packages. Need to be familiar windows based PC computer operating systems. High value for experience with scientific databases (entering and analyzing data) and energy monitoring systems.

Certificates, Licenses, Registrations

Required: Driver's License, First Aid and CPR. High value for MN high school and college teacher licensure in science.

6) ESSENTIAL DUTIES, RESPONSIBILITIES AND SKILLS

In addition to the required general duties, this individual has these essential duties:

- Integrates methods and results of on-site science and environmental monitoring projects, and state-of-the-art research results, into the Wolf Ridge curriculum. Serves as the center's lead for classes that include but are not limited to: climate change, renewable energy, energy conservation, weather, ambient air pollution, and aquatic ecology.
- This position teaches between 1 and 5 classes per week of 3 hours in length, depending on scheduling needs.
- Trains staff and seasonal naturalists how to teach science classes to people of all ages. Trains staff in science related subjects, e.g. ecological and atmospheric monitoring, meteorology and phenology. The individual must collect, present data and results.
- Responsible for the updates and revisions of assigned curriculum including existing lesson plans, maintaining and ordering equipment, and other educational resources.
- Repairs and maintains displays for assigned classes; maintains outdoor sites as assigned.
- Responsible for budgets related to classes and science projects.
- Works collaboratively with the Live Animal Coordinator for support in animal care, evening raptor programs, and offsite programs.
- Participates in bird banding and survey projects. Presents live birds and the banding process to clients.
- Partners with federal, state and local science-related organizations regarding data collection and environmental issues: examples include national acid rain deposition, weather and climate change, phenology, renewable energy, and water quality monitoring. Partnerships must benefit Wolf Ridge directly (financially and programmatically), and all partnerships need to be annually approved by administration.
- Other duties include, but are not limited to: shoveling and snow removal of outdoor and educational sites; wood stacking; helping with placement and removal of the ice houses, and other assigned duties by administration, etc. Assisting with duties outside the program department may occur.

7) PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is regularly required to stand and walk up to 3 miles or more at a time and all types of northeastern MN weather, in all seasons and the varied terrain of the region; use hands to handle, or feel; reach with hands and arms repetitively in all directions; talk, hear, and see. The employee is frequently required to sit; climb stairs and ropes courses or rock walls; balance, and stoop, kneel, crouch, or crawl. This position routinely works at heights of up to 30', e.g. on a ropes course. This position works on flat water where basic rescues may need to be conducted, e.g. canoeing. Employee must be able to do repetitive work at a desk, e.g. typing on a computer.

The individual must regularly and repetitively lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally carry backpacks up to 50 pounds, as well as lift and/or move 50 pounds.

8) WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is routinely in the presence of groups exceeding 300 people, primarily children. The employee is regularly exposed to outside weather including hot and humid conditions, well below 0F temperatures, rain, snow, sleet, mud and bright sun. Insects are encountered for part of the year. The noise level in the work environment is usually moderate. Time is spent at a desk in an open office space when using the phone or computers.