

Butler County Conservation Board - Naturalist Intern Job Description

Department: Butler County Conservation Board

Title: Seasonal Naturalist Intern

Hourly Rate: \$9.50 - \$11.00 per hour

To Apply: Send Resume & Cover Letter

To: Butler Co. Conservation Board

27887 195th Street

Clarksville, IA 50619

DEADLINE: 2/25/2021

Work Hours:

Hours vary depending on events/programs and work requirements

Additional hours as assigned by the Director or Naturalist.

Some weekends & holidays required.

[FLSA: Non-exempt]

Supervisor(s): Executive Director, under the general supervision of the Naturalist.

Job Description:

The Seasonal Naturalist Internship is sponsored by the Butler County Conservation Board and is based at Heery Woods Nature Center. The naturalist intern is under the supervision of the Butler County Conservation Board Naturalist. This program seeks to develop the Interns practical skills in environmental education and interpretation, to stimulate personal growth and development, and to increase the Intern's background and interest in natural history, ecology and conservation of natural resources. The seasonal naturalist intern will receive valuable practical experience and continuing education during employment.

The naturalist intern will assist the Butler County Naturalist with development, planning, organization and presentation of environmental education, outdoor recreation and conservation education programs. The intern will also help with special events for the public, school and other community groups. Seasonal intern will work the equivalent of a full-time assignment on a flexible weekly schedule.

Other major duties include:

- Planning, assisting and leading summer day camps
- Designing interpretive and promotional materials – digital media skills (social media, website development, video editing, etc)
- Create and improve displays at Heery Woods Nature Center
- Writing newsletter articles and press releases
- Nature Center maintenance and animal care
- Develop at least one new educational activity and one interpretive exhibit or other teaching aid for permanent use in the Butler County Conservation Board environmental education program
- Other projects and duties may include nature center host, resource management activities, professional development opportunities, radio interviews, etc
- Keep a daily log of the intern experience, a copy of which shall remain at the Nature Center

Evaluation is the cornerstone of the intern experience. Continuous feedback and self-evaluation will help determine how effective the internship is in stimulating personal growth. In addition to the daily log, the intern will be asked to tape and evaluate their teaching techniques on at least three occasions throughout the internship. The intern will also be constructively evaluated periodically by the Naturalist. Further the intern will be required to submit a final written evaluation to help us continue to improve the internship experience.

Knowledge/Abilities/Skills:

Ability to operate general office equipment

Ability to work independently at times

Ability to work outside under any type of weather conditions and to withstand physically demanding work such as lifting, stooping, and bending. Ability to lift and move 50 pounds regularly

Ability to establish and maintain effective working relationships with other employees and the general public

Ability to follow oral and written instructions

Essential Duties:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to handle, or feel objects, tools, or controls, reach with hands and arms, speak and hear. The employee is frequently required to stoop, kneel, or crouch. The employee is required to climb and balance.

Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must also be able to stand for two hours without a break.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may work near moving mechanical parts in outside weather conditions. The employee may be exposed to fumes or airborne particles. The noise level in the work environment may be loud.

Qualifications:

Preference to students working towards a degree in outdoor education, natural history interpretation or natural resources
High school diploma or equivalent
Must be at least 18 years of age

Special Requirements:

Possession of a valid Iowa driver's license
Position requires working some weekends, evenings, and holidays

Equal Opportunity Employer:

Butler County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.