



## **Nature Center Program Assistant at Spring Valley Nature Center (full-time, \$50,100-\$61,100/year)**

Schaumburg Park District

**Contact Name:** Alison Mielitz

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**Closing Date:**

**Salary:** \$50,100-\$61,100/year

### **Description:**

**ABOUT US:** The Schaumburg Park District is an award-winning public agency that provides its 80,000 residents with a wide variety of recreational facilities, programs, events, parks and open spaces. Spring Valley Nature Center & Heritage Farm provide educational programs, events and visitor services on 135 acres with 3.5 miles of walking trails. The Nature Center features an exhibit gallery, classrooms, and outdoor displays and gardens. The facility hosts year-round interpretive programs, youth group field trips, various special events, and camps.

**JOB SUMMARY:** The Nature Center Program Assistant reports to the Supervisor of Environmental Education Programs and is responsible for program development and leadership for youth, families, adults, as well as youth groups. In addition, this individual will assist with supervision of part-time program leaders, interpretive exhibit maintenance, special event planning and activities, program evaluation, and providing natural history information to general visitors.

**QUALIFICATIONS:** The best applicants should have a bachelor's degree in environmental education, outdoor education/recreation, the natural sciences, or a related field, along with at least two (2) years' experience teaching natural history classes in an outdoor setting. Familiarity with environmental education curricula as well as principles of interpretation are also desired. Applicant should either possess a Certified Interpretive Guide (CIG) certification from the National Assoc. for Interpretation or be able to complete certification within 12 months of employment. Applicant must possess outstanding verbal and written communication skills in a public setting. Knowledge of ecological principles and Illinois natural history also desirable. Able and willing to work outdoors in all seasons.

### **PAY, BENEFITS & WORK SCHEDULE**

This is a full-time year-round exempt position. Core hours are typically Monday – Friday 8:30am – 4:30pm with additional night and weekend work required during peak seasons. **Target hiring range is \$50,100 - \$61,100 per year DOQ** (depending on qualifications). Our full-time benefits package includes:

- **Free and/or discounted Park District classes, programs, events, and memberships for you and your family\*! (\*see definition\*)**

- Medical Insurance
- NEW! Zero Card
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- FSA Dependent Care
- Basic Life Insurance
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- 457 Retirement Plan (Nationwide)
- Paid Vacation, Personal Days, Floating Holidays, and Sick Time
- Employee Wellness Programs and Incentives
- Employee Recognition Programs

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**\*\* Position will be open until filled. \*\* Schaumburg Park District is an Equal Opportunity Employer. \*\***

*Keywords: park, parks, recreation, nature, nature center, nature programs, natural sciences, natural history, ecological principals, ecology, program, programs, programming, environmental education, environmental, environmental, environmental, Certified Interpretive Guide, CIG, special events, planning, event planning, volunteers, volunteer, volunteering, principals of interpretation, Illinois natural history*