

American Canyon Community and Parks Foundation Program Naturalist Job Opening

The American Canyon Community and Parks Foundation (ACCPF) is seeking an enthusiastic and creative Program Naturalist to support our rapidly growing nature, conservation, and environmental education programs.

This is an extraordinary opportunity to work in a creative and fast-paced environment with a small but dedicated staff and a visionary Board of Directors. As an organization, we believe that our community comes first and that anything is possible. We embrace change and encourage growth while building a dynamic workplace. Together, we bring our passion and have fun.

The Program Naturalist is responsible for teaching and preparing outdoor science, nature, and watershed science programs, including on-site and traveling naturalist programs. The Program Naturalist will encourage student and community awareness and appreciation of the environment, broaden knowledge of science concepts, and foster commitment to the protection of the natural world.

Supervision

The Naturalist works under the direct supervision of the Executive Director and in close partnership with the Education Program Director.

Essential Functions/Duties

- Teach and prepare education programs, including traveling naturalist and on-site programs focused on the Napa River watershed, conservation, and Outdoor Connection Mobile Classroom programs.
- Work with ACCPF Staff to ensure that curricula are taught according to the requirements of program participants and in consideration of the ACCPF mission.
- Supervise education programs in the absence of the Education Director.
- Work proactively to promote programs through phone calls, postal mail, email, and social media. Delivery of flyers may be required.
- Perform follow-up with participating schools and community groups to evaluate programs, encourage repeat visits, ensure receipt of payment, and maintain positive relationships.
- Contribute to the development of program curriculum. Help develop program materials in subject areas related to overall program goals.
- Develop, prepare, and teach curricula for The Outdoor Connection Mobile Classroom and enrichment programs that emphasize hands-on science activities related to the theme of the given program.
- Carry out and assist others in developing appropriate student behavior through positive reinforcement strategies and techniques.

- Work with staff to manage and develop curriculum for the Teen Play Team Environmental volunteer program.
- Support the development of community and student conservation programs including plantings, invasives removal, and clean ups
- Provide supervision of students at all times for the duration of classes and programs, extending to the release of students to parents. Maintain the highest possible degree of safety.
- Maintain positive communication with participant's parents enrolled in educational programs. Maintain positive visitor relations, including greeting and answering questions.
- Additional administrative duties as required, including staffing office database management and follow-up with visitors and program participants.
- Conduct other related duties as assigned, including driving, pulling, and managing the mobile classroom trailer.

Qualifications & Skills

- Ability to work independently with minimal supervision and demonstrate flexibility
- Knowledge of California plants, watersheds, and animal life is highly desirable.
- An understanding of basic principles of conservation, sustainability, and ecology
- Knowledge of California Native Americans and local indigenous people is highly desirable.
- Ability to memorize and recall facts, figures, and information.
- Comfortable with answering and speaking on the phone.
- Familiar and comfortable with using a computer, including checking, and responding to emails, using a database, excel, email marketing software, etc.
- Ability to move up to fifty pounds and set up equipment.
- Ability to hike on trails, traverse stairs, and uneven terrain while carrying equipment.
- Ability to make independent decisions and respond to immediate needs of students, emergencies, and program needs.
- Ability to work outside in various weather conditions and temperatures, on occasional evenings and weekends.
- Ability to interact with supervisors, teachers, parents, and students.
- Fingerprinting for a background check will be required.
- Must possess a valid driver's license
- Communicate effectively in the English language, in both oral and written forms. (Proficiency in Spanish or Tagalog is a plus.)
- Understand and carry out oral and written instructions in an independent manner.
- Understand and apply pertinent personnel policies, laws, rules, and regulations.

Education, Training, and Experience

- A bachelor's degree from a four-year college or university with major coursework in science, education, or a related field is desired.

- Two to three years of experience working in an environmental education setting as an interpreter, naturalist, or equivalent.
- Demonstrate an understanding, patient, and receptive attitude toward community members and students of varied age groups, including adults, in small and large group activities.
- Current CPR and First Aid Certificates are required within two months of employment.

Compensation and Benefits

- Part-Time position up to 25 hours a week \$30 - \$33/hour
- Sick time and retirement benefits offered
- Flexible work schedule with occasional work-from-home opportunities

We especially encourage applicants of diverse backgrounds, cultures, genders, experiences, abilities, and perspectives to apply. ACCPF knows that no one comes with the entire complement of skills, so please do not let a lack of experience/skill in one specific area deter you from applying.

It is the policy of the American Canyon Community and Parks Foundation not to discriminate against any applicant for employment or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

To apply please submit cover letter and resume to info@acparks.org by January 12, 2024.

For more information about the American Canyon Community and Parks Foundation please visit www.acparks.org.