

**GORDON BUBOLZ NATURE PRESERVE  
POSITION DESCRIPTION**

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**Program Coordinator/Naturalist**

The Program Coordinator/Naturalist of the Gordon Bubolz Nature Preserve provides the professional expertise and leadership to accomplish the Preserve's mission of "encouraging persons of all ages to develop and practice a sound environmental ethic, which reflects an understanding and appreciation of nature."

The Program Coordinator/Naturalist reports to the Executive Director of the Gordon Bubolz Nature Preserve, Inc., a publicly supported charity.

*The responsibilities of the Program Coordinator/Naturalist include, but are not limited to:*

- 1) develop and present ongoing opportunities for formal school programs, public programming, special events and outreach.
- 2) create, evaluate, and modify lesson plans, teaching activities, educational articles, brochures related to the education program
- 3) develop and implement ongoing marketing efforts to publicize programs and events including direct contact with local media sources and design of a variety of promotional materials, coordinate efforts with all staff
- 4) coordinate the recruitment, training, scheduling, evaluation of and development of the teacher/naturalists, volunteers, work-study, interns, and AmericCorp students/volunteers in all program areas
- 5) develop permanent and seasonal educational exhibits and displays, find funding for such
- 6) serve as chair for major events such as Romp in the Swamp and the Annual Membership Meeting
- 7) plan and conduct research activities related to the ecosystems of the Preserve and present the findings for educational purposes and to promote the Preserve as a significant ecological area.
- 8) contribute to the budget process, identify funding opportunities and seek funds through grant proposals and partner projects in environmental education, research, land management, special events, and operations.
- 9) provide outstanding customer service through visitor contact both in person and on the phone
- 10) perform general maintenance as needed and as requested