



ORGANIZATION

The Wildlands Conservancy (TWC) is a private nonprofit public benefit organization dedicated to preserve the beauty and biodiversity of the earth and to provide programs so that children may know the wonder and joy of nature.

LOCATION

The Oak Glen Preserve, a 2,189-acre nature preserve located in Oak Glen, CA.

THE POSITION

Conduct outdoor education programs teaching children in multiple grade levels environmental, science-based and cultural programs. Topics include forest ecology and ecosystems, watersheds, geology, animal adaptations, wildlife habitats, early inhabitants of the area and activities relating to the enjoyment of nature's beauty. Responsible for providing a safe and interactive learning experience to school and youth groups, and activities and interpretive programs for families and public visitors. Additional responsibilities include working on the Preserve, greeting visitors and performing public contact.

Requires weekend work. Weekly hours range from 18-24 per week, with reduced or no scheduled hours during school and program breaks.

ESSENTIAL FUNCTIONS

Lead interpretive natural history, cultural history and science discussions while at a hands-on activity station or on a nature hike while walking up to six miles per day in uneven terrain, at 5000' elevation, in a variety of weather conditions.

Direct students and the public in scientific observations and activities using guidebooks, ocular devices, and monitoring and measuring equipment, and other related items.

Involve students in spontaneous interactive learning exercises.

Lead and assist with volunteer programs.

Maintain educational programs and informational materials and program sites.

May conduct weekend, evening and off-site programs for families and the general public.

May participate/ attend the Safety Advisory Committee meetings.

Effectively relate TWC's mission to the general public and school participants, and interact positively with visitors, teachers, education professionals, students, residents and community groups. Greets public visitors, provides information to the general public, ensures their safety and enforces Preserve rules and regulations.

Assists with regular cleaning and organizing of the Preserve office, in addition to cleaning and stocking trail restrooms on a daily basis. Perform litter removal.

Performs clerical duties including and not limited to answering phones, taking reservations, scanning documents, filing, keeping statistics, data input, and other paperwork.

Reports safety hazards or maintenance needs as necessary.

Performs other duties relating to land stewardship, education, and clerical functions as assigned.

QUALIFICATIONS

- At least 18 years of age.
- Experience working with youth in the natural sciences, environmental education, or recreation.
- Passionate about the outdoors, have a personal dedication to environmental conservation and education.
- Ability to operate a motor vehicle, valid California Driver License, and ability to be insured under TWC's auto insurance policy per the Driver Acceptability Standards.
- Pass Live Scan criminal history background check and TB clearance.
- Current CPR/First Aid training or ability to acquire within ninety days of hire.

COMPETENCY REQUIREMENT

- Effectively teach and interpret interactive outdoor programs to children and adults.
- Excellent communication (written and verbal in English).
- Handle difficult student behavior effectively and with discretion.
- Work with minimal direct supervision.
- Positive, upbeat, and enthusiastic about working in a non-profit environment.

PHYSICAL DEMANDS

- Lead education based hikes up to six miles per day, at 5000' elevation, in uneven terrain in a variety of weather conditions.
- Perform other routine walking, standing, sitting, reaching, bending, kneeling, speaking, learning, and seeing.
- Perform standard office functions such as filing, typing, learning, photocopying, scanning, speaking on radio, telephone, and in person. Lift carry, pull and push a minimum of 30 pounds.
- Operating a motor vehicle.

COMPENSATION & CLASSIFICATION

\$14.00 per hour, non-exempt, part-time.

EQUAL OPPORTUNITY EMPLOYMENT

The Wildlands Conservancy is an Equal Employment Opportunity Employer. All employment is decided on the basis of qualifications, merit, and organizational need. We conduct our relations with employees and applicants for employment without regard to race, color, religion (including religious dress or grooming practices), sex or gender (including gender identity and gender expression), sexual orientation, pregnancy (including childbirth, breastfeeding or related medical conditions), age (over 40), physical or mental disability, national origin or citizenship status (including language use restrictions, applicants and employees who hold a driver license granted under vehicle code 12801.9), marital status (including registered domestic partner status), ancestry, medical condition, AIDS/ HIV, genetic characteristics or genetic information, military service or veteran status, political activities or affiliations, or any other characteristics protected by federal, state, or local laws prohibiting discrimination.

AT-WILL EMPLOYMENT

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Employment with The Wildlands Conservancy is for an unspecified term and is based upon mutual consent and may be terminated at will by either party. Therefore, employment and compensation may be terminated by TWC or me "at-will" at any time, for any or for no reason, with or without cause or prior notice.

HOW TO APPLY

To be considered for this position email your cover letter expressing why you make the ideal candidate along with your resume to jobs@twc-ca.org.