



Dunes Learning Center

700 Howe Rd. ♦ Chesterton, IN 46304

www.duneslearningcenter.org

Lead Naturalist

Exempt, full-time, health benefits, involves weekend and evening hours

Organizational Overview

The Dunes Learning Center is a non-profit residential environmental education facility located within the Indiana Dunes National Lakeshore. Our primary audiences are schools throughout northwest Indiana and the Chicagoland area. Our mission is to provide learners of all ages an in-depth exploration of the dynamic relationship between people and their environments using the natural and cultural resources of the Indiana Dunes region where nature and society co-exist.

Position Overview

The Lead Naturalist-Residential is responsible for coordinating, implementing and evaluating the implementation of on-site programs. This position has a lead role in providing on-site environmental education programming which includes conducting and revising programs, training and scheduling naturalists, facilitating effective interpretive techniques to communicate natural and cultural history, and managing on-site and off-site equipment and organization of storage areas. Must be knowledgeable of and working to augment personal and staff knowledge of the flora, fauna, and cultural history of the Indiana Dunes landscape. Includes regular evening and weekend work.

Supervision: The Lead Naturalist reports to the Education Director

Responsibilities:

- Actively manages on-site programs, primarily the scheduling and supervision of naturalists.
- Assist with the logistical needs of the Resident Program schools.
- Identify, delegate and supervise the set-up, clean up and organization of program equipment.
- Act as program host when groups are in residence which includes parent and teacher orientation, student discipline, and communication with other DLC departments
- Regularly communicate with lead teachers, assisting teachers and parent chaperones to convey the rules and operating procedures of the DLC
- Alternate on call duty status with the Education Director when groups are in residence
- Work in coordination with the Education Director on improving residential programs, including the creation of lesson plans and alignment with state and national standards
- Work in coordination with the Administrative team to develop and implement seasonal naturalist training
- Maintain current CPR and First Aid certification.
- Other duties as assigned.

Qualifications:

- BA/BS in Natural Sciences, Biology, Education, Environmental Science, or related field of study
- Two years experience in residential environmental, outdoor or environmental/conservation education preferred
- 1 year supervisory experience preferred
- Excellent organizational skills
- Excellent teacher/naturalist skills (knowledge of Indiana Dunes region desired)
- Excellent verbal and written communication skills
- Expertise in MS Office software: Word, Excel, Access, PowerPoint

- Great independent worker and team player
- Physically able to work outdoors in all weather conditions and hike several miles over hilly dunes terrain while carrying a 20-pound backpack
- Possess valid driver's license and have reliable transportation (car, bike, etc.)
- All Dunes Learning Center employees must submit to a background check and possible drug screening

Closing Date: August 19th or until filled

Please e-mail a cover letter, resume, and a list of 3 references to be contacted by phone to:

Dunes Learning Center ♦700 Howe Rd.♦ Chesterton, IN 46304

♦e-mail Amy Workman (aworkman@duneslearningcenter.org)