



Environmental Learning Centers of Connecticut

POSITION DESCRIPTION

NATURE CENTER OPERATIONS ASSISTANT

The Environmental Learning Centers of Connecticut (ELCCT) is seeking a dynamic individual to play a key role in the delivery of its mission. ELCCT is a non-profit environmental education and conservation organization located in west central Connecticut that serves environmental education and conservation needs throughout the state of Connecticut. The services provided by ELCCT are aligned with the organization's mission to *"Inspire the appreciation and enjoyment of nature through education and conservation, fostering a healthy environment and an improved quality of life."*

ELCCT is committed to providing high quality educational opportunities to people of all ages both at its facilities and off site, such as at schools and community events. The primary educational facilities of ELCCT include the Indian Rock Nature Preserve (IRNP) and the Harry C. Barnes Memorial Nature Center (BNC). IRNP includes education buildings, a demonstration farm, a 10-acre lake and two recreated wigwams and is home to the Indian Rock Summer Camp. BNC is a community nature center that provides hiking trails and exhibits that are open to the public on a regular basis. In addition, ELCCT serves as a Land Trust, protecting and managing wildlife habitat for the benefit of plants, wildlife, and people. ELCCT owns 13 pieces of open space in Bristol, Burlington and Southington, Connecticut for a total of over 750 acres.

The Operations Assistant is an entry-level position with advancement potential that provides experience in multiple areas. The Operations Assistant will assist the Director of Education and the Executive Director in the following key areas.

Education

- Teach and engage people of all ages, including school children, families, and adults in age-appropriate outdoor education programming ensuring that the goals and objectives of the program are met.
- Provide logistical support for programs ensuring the availability of equipment and readiness of facilities.
- In conjunction with the Director of Education and other staff, fulfill naturalist duties such as presenting walks and talks at the Barnes Nature Center, answer nature related questions, and participate in the management of ELCCT's preserves.
- Provide onsite coverage of the Harry C. Barnes Memorial Nature Center as assigned.
- Assist education staff in developing programming and a marketing plan related to the Wallace Barnes Accessible Nature Trail at the Harry C. Barnes Memorial Nature Center.

Summer Camp

- The Operations Assistant assumes the role of Summer Camp Program Manager and works closely with Camp Director.
- Monitor and assist counselors in the effective implementation of camp sessions as outlined in the "camp books".
- Ensure that counselors have needed supplies.
- Mentor counselors to ensure success and a positive experience.
- Fill in as camp counselor as needed.

Land Management

- Working with the Coordinator of Volunteer Services and Animal Care and the Executive Director, develop, train, and monitor a volunteer team to monitor the boundaries and land of ELCCT's 13 preserves.
- Assist the Executive Director and Pigeon Hill Management Committee with management and related communication activities at the newly opened Pigeon Hill Preserve.
- Assist with general preserve maintenance tasks.

Other

- Perform other related duties as assigned including assisting with donor acknowledgement activities as needed including mailings and letter writing.

Qualifications and Requirements

- Education experience with elementary, middle school or high school aged students, preferred experience with a range of ages.
- Strong working knowledge of ecological principles; knowledge of Connecticut's flora and fauna preferred.
- Highly motivated and energetic, with a passion for education and promoting an ethic of care for the environment through a visible dedication to and enthusiasm for nature and the outdoors.
- Ability and willingness to work independently off-trail in the back country of ELCCT's preserves.
- Successful completion of a background check and attainment of all necessary clearances and certifications.
- The successful candidate will also possess the following:
 - Strong social skills for communicating and working with school groups and the public.
 - Group management and organizational skills
 - Eager to learn and share knowledge
 - Have exceptional interpersonal and academic skills
 - Be self-motivated, able to follow directions and work independently
 - Be able to lift heavy items (20 - 50 pounds) such as hay bales, maintenance equipment, tables and chairs, etc. for short periods of time.
 - Be able to work with different types of large and small animals
 - Ability to work outdoors in all types of weather

Preferred Skills

- Experience with operating outdoor equipment (e.g. mowers, leaf blowers, tractors, chainsaws, etc.)
- Bilingual, Fluent in English / Spanish (Preferred)

The Operations Assistant is supervised by the Director of Education as the position relates to Education and Summer Camp and to the Executive Director as the position relates to Land Management and other duties. Education and Summer Camp responsibilities take precedence.

Compensation

\$16.00-\$17.50/hour

Generous vacation package.

This is a full-time position with weekend and evening hours as required.

To Apply:

Please send cover letter, resume and contact information for three references to Kirsten Tomlinson, Director of Education,

jobs@elcct.org

Closing Date: 4/30/24

Review of applications may begin immediately.

ELCCT reserves the right to fill the position prior to the closing date.