



*Balsam Mountain Trust*  
*Naturalist I, Education/Volunteer Coordinator*

Rev: 05-2022

This position is a full-time (40 hr/wk), appointment with a start date to be determined but as soon as a qualified candidate is hired. Schedule will include rotating weekends. This is a great opportunity to work in a small nonprofit/nature center environment with excellent immersion in environmental/conservation education, native wildlife care/handling and biodiversity interpretation of the Southern Appalachians. There will be numerous opportunities to add to the success of the Trust while working in a supportive, inclusive, nurturing and encouraging environment.

**Responsibilities:**

- 1) Recruit, train and supervise volunteers and interns; supervise AmeriCorps member
- 2) Develop, coordinate, deliver and evaluate outreach programs focused on public groups, e.g., schools, libraries, etc.
- 3) Plan and deliver programs for Balsam Mountain Preserve (BMP) residents including but not limited to: naturalist hikes, live animal programs, Trust Talks (seasonal lecture series) and summer camps; meet/greet visitors to the Nature Center; assist with program reservations
- 4) Assist executive director (ED)/volunteers with day-to-day animal care, e.g., prepare and deliver diets to living collection of birds of prey, reptiles and mammals; clean enclosures; handle live animal collection which will include removing for transport, physical examinations, program demonstrations, training, etc.
- 5) Assist the Executive Director, Naturalist Administrator, and Board of Trustees executives with the administrative support required to meet the ongoing mission of the Trust, e. g., preparing marketing/programming materials, writing, designing, entering copy on Trust website, type copy for programs, create/edit story ideas for Trust publications, etc.
- 6) Maintain awareness of administrative/physical plant needs
- 7) Enthusiastically take on other assigned tasks as needed

**Qualifications:**

Candidates must have demonstrated/verifiable experience with the following (including educational background below):

- 1) Qualify with responsibilities listed above
- 2) Excellent interpersonal communication skills
- 3) Excellent organizational skills
- 4) Excellent physical condition; no physical/mental condition(s)/limitations which would prevent employee from performing tasks stated in this job description or other assigned tasks
- 5) Working knowledge of Microsoft Office (Word, Publisher, Excel, PowerPoint); candidate may be asked to demonstrate proficiency

- 6) Be able to meet deadlines, work well under pressure, take on multiple tasks and manage time effectively towards task completion
- 7) Tetanus immunization (documentation required)
- 8) Be able to lift at least 25 pounds
- 9) Must be able to work outside in varying weather/climatic conditions
- 10) Be a team player and be comfortable working in a small-team environment
- 11) Must be willing to submit to a pre-employment background check which may include the following: criminal (CORI and SORI checks), motor vehicle/driving records, employment/education verification, drug test; if, after hire date candidate is found to have falsified any information, this could be grounds for immediate termination
- 12) Must be able to provide proof of eligibility for employment in the United States; must have a current driver's license, issued from state of permanent residence
- 13) Must possess a wonderful sense of humor

**Education and Experience:**

Minimum of an Associate's Degree in natural resource management (or closely allied discipline) with a real-world experience in creating, presenting and evaluating environmental education programs; Bachelor's degree or higher preferred; functioning and demonstrable degree of working knowledge of Southern Appalachian flora/fauna, able to interpret same to diverse audiences; must possess experience and demonstrated skills as a field naturalist.

**Compensation:**

Position is hourly and rate of pay will be based on candidate's professional fitness for the position (\$18 - \$22/hr). Benefits: Fantastic working/learning environment; hands-on, experiential, real-world experience; chance to work/interact with amazing people and other wildlife; chance to contribute to the Trust's success. Benefits include generous time off, retirement election and opportunities for professional continuing education.

**To Apply:**

Email (only) questions and/or an up-to-date resume and cover letter stating your fitness for the position to [trustjobs28779@gmail.com](mailto:trustjobs28779@gmail.com) Include with your submission three (3) professional and/or academic references. Position open until filled.