Kossuth Conservation County Naturalist Job Description and Qualifications

This job is a non-exempt full-time position under the direction of the Conservation Board Director. The Naturalist performs a wide variety of duties including coordinating the environmental education programs throughout the county for schools and the general public. Responsible for the direct supervision of the Assistant Naturalist, seasonal interns and coordination of volunteers.

Essential Job Duties: Regular and prompt attendance is an essential function of this job. Develops, prepares, coordinates and presents environmental education materials and interpretive programs for school, youth and adult groups and the general public. For schools this includes field trips, classroom programs and special programs. Plans, prepares and maintains the permanent and temporary displays in the nature center. Develops and updates the county website and assists in preparing brochures on various topics. Prepares news releases and presents radio programs. Assists and coordinates with the Kossuth Soil and Water Conservation District, ISU Extension and other conservation agencies with educational programs and distributing educational materials. Serves as the Conservation Board's representative as a permanent board member on the Water's Edge Nature Center Foundation. Attends the monthly board meeting and keeps the board updated on environmental education activities and programs. Responsible for the care and cleaning of the live animal display in the nature center. Responsible for the cleaning and organization of the environmental education storage area. Other duties as assigned.

I. **Education / Experience / Qualifications:** A bachelor's degree from a four-year college or university in a Natural Resource field, environmental education, biology, teaching or other related field.

II. II. **Licensing and Certification:** Valid Iowa driver's license

III. **Skills / Abilities**

A. **Skills**

1. Experienced in environmental education, field identification and natural history of common native plants and animals of Iowa preferred.
2. Excellent communication skills in both public speaking and writing.
3. Possess basic computer skills, keyboarding and internet technology.
4. Ability to establish and maintain an effective work relationship with fellow employees and the public.

B. **Abilities**

1. Possess ability to work outdoors in a variety of conditions.
2. Required to work a non-standard work week including weekends and evening hours.
3. Ability to hike in rough and hilly terrain in all weather conditions to lead field trips and instruct groups.

Salary: $50,000 to $60,000

Benefits include: Health insurance with optional HAS, Dental insurance, Vision insurance, Life insurance, IPERS, clothing allowance and $25/month cell phone allowance

To apply: Email Kossuth County General Application for Employment found at https://tinyurl.com/mvcp3xmy resume, cover letter and 3 employment references to Billie Wille at nature1@live.com. Add Naturalist Position Application to the subject line.

Or mail the above information to:
Kossuth County Conservation
C/O Billie Wille – Director
1010 250th Street
Algona IA 50511
Application deadline: Must be received by 5 PM on Monday, November 16.