



CALVIN
ECOSYSTEM PRESERVE

Student Job Description

Title: Interpretive Center Program Assistant
Responsible To: Program Manager & Preserve Director
Department: Ecosystem Preserve

Purpose: To assist the program manager and director in developing and executing programs for the Bunker Interpretive Center and the Ecosystem Preserve.

Primary Responsibilities:

1. Assist the program manager and director in producing materials for the Ecosystem Preserve educational programs. This may include writing articles, designing brochures, updating the website, and editing projects.
2. Help write and design educational displays for the Bunker Interpretive Center.
3. Assist in maintaining living components (aquariums and terrariums, gray water treatment system, bird feeding station, native plant gardens, butterfly house, toilet composter etc) of the Bunker Interpretive Center.
4. Assist visitors to the Bunker Interpretive Center by welcoming them and answering questions. Keep a record of the number of people who visit the site.
5. Answer the telephone and direct questions to appropriate people.
6. Staff the Bunker Interpretive Center when the manager or director are not present. This includes opening and closing the building.
7. Perform light cleaning duties such as dusting, sweeping, recycling etc as needed.
8. Other tasks as assigned.

Necessary Skills, Abilities, and Qualifications:

- Educational background or experience in natural history, ecology, and/or primary education and a willingness to increase knowledge in these areas is strongly desired.
- Must be able to act independently in furthering the programs of the facility.
- Must be very dependable and punctual.
- Must have good communication skills on the telephone, via email, and in person.
- Should be able to work some weekend hours.
- Computer experiences with basic word-processing and spreadsheets desirable.
- Needs to be comfortable feeding and caring for animals.
- Excellent writing and organizational skills important.

Benefits: Build your resume, spend time outside, learn more about God's creation and yourself.

Time Commitment: 6 to 15 hours a week. Afternoons preferred. Some evening and Saturday work required.

Suggested Wage Level: II
Suggested Wage: \$8.00 an hour

Typical Length of Employment:

Summer

Academic Year

Whole Year