



CALVIN

ECOSYSTEM PRESERVE

Programs & Events Assistant Job Description

Title: Programs & Events Assistant

Pay Level & Current Wage: Omega – (\$9.60 2018/2019 academic year)

Typical Length of Employment: Academic Year Summer Other

Number of Positions: 1

Department: Calvin College Ecosystem Preserve

Locations: Bunker Interpretive Center

Supervisor: Jeanette Henderson, Program Manager – jmh46@calvin.edu

Schedule: 5 to 8 hours a week. Majority of hours are scheduled during the week. Some evening and Saturday work required.

Purpose of Position (Summary): To assist the Program Manager with development and execution of programs and events at the Ecosystem Preserve and visitor services at the Bunker Interpretive Center.

Primary Responsibilities:

Education and Exhibits

- Prepare educational materials and supplies for our educational programs. This includes creating registrations sheets, making nametags, creating props (for puppet shows, games and activities), creating and writing handouts, search sheets and educational discovery sheets, copying supplies, creating art project samples, etc.
- Assists with the coordination and execution of special events such as the Family Weekend activities, First Saturday programs, Spring Break Fun programs, and Annual Native Plant Sale.
- Assists with writing interpretative text and designing educational signs and displays for the Bunker Interpretive Center. This includes researching, writing, proofreading, and laying out text, photographs and images in an attractive, engaging and informative way. Additionally, includes fabrication of props and putting up and taking down displays.

Visitor Services

- Assists visitors to the Bunker Interpretive Center and the Preserve by welcoming them and answering questions.
- Answers the telephone, emails, social media communications and/or direct questions to appropriate people.
- Onsite staffing for the Bunker Interpretive Center. This includes opening and closing the building and assisting faculty/staff and visiting groups with AV requirements during events.
- Perform light cleaning duties to maintain a clean and inviting environment inside the BIC such as tidying up educational displays, dusting, sweeping, recycling etc. as needed.

Curation of Living, Non-living and Digital Collections

- Prepare non-living specimens for entry into collection, identify, catalogue and enter into database (includes working with bird nests and eggs, bird study skins and parts, turtle shells, mammal skins, skulls, rocks, seeds etc.)
- Take photos, produce videos, edit and organize digital collection.
- Other tasks as assigned.

Required Skills/Experience/Qualifications:

- Must have strong organizational skills and have the ability to manage multiple projects at the same time.
- Must be very detailed orientated.
- Exhibit a willingness, curiosity and an excitement to learn about the ecology and natural history of the flora and fauna of West Michigan.
- Must be able to work both independently and collaboratively.
- Needs to be self-starter with the ability to take initiative. Be willing to offer “fresh ideas.”
- Competency in using Microsoft Office Suite and Google Apps.
- Excellent written and verbal communication skills with an aptitude for writing, proofreading, and editing strongly desired. Ability to write in a friendly and approachable manner.
- Passionate about caring for God's creation and commitment to the Ecosystem Preserve's mission.

Preferred Skills/Experience/Qualifications:

- Prior experience working as an environmental educator preferred.
- Prior experience planning and executing events preferred.
- College-level coursework in education, communications, graphic design, outdoor recreation, biology, or geology/geography preferred.
- Familiarity with using Canva, Adobe Creative Suite software or other graphic design software is a plus
- Interested in working multiple semesters.

Physical Requirements: Assistants will work both in a general office setting and outside in the preserve. They also must have tolerance for working outdoors in a variety of weather conditions and exposure to biting insects, poison ivy, thorns, etc. They need to be able to walk over rough narrow paths, wood-chipped trails, muddy areas, grassy fields, and walking on uneven paths, etc.

Benefits:

- This position provides valuable professional experience for college students interested in becoming an early childhood educator, an elementary or middle school teacher,

naturalist, interpreter, park ranger, camp director, outdoor recreation manager, educator at a nonprofit organization, curator at a museum, aquarium or zoo, graphic designer, event planner.

- Learn about the fields of interpretation and environmental education and jobs available in these fields.
- Learn interpretative techniques and how to develop programs, events, and educational materials for various audiences.
- Learn more about community outreach, engagement, fundraising, events, marketing and nonprofit development.
- Increase your science and natural history content knowledge.
- Get a behind the scenes look at what makes our organization work and gain knowledge and increase skills in your program area.
- Earn a great reference.
- Enjoy spending time outside.

How to Apply: To officially apply for this position you must fill out an Ecosystem Preserve Student Employee Application online at www.calvin.edu/go/preserve (under Get Involved Section). Completed application and supporting documents need to be delivered to:

Jeanette Henderson, Program Manager at jmh46@calvin.edu or deliver them the mailbox outside of EI 114 Conference Room in the Bunker Interpretive Center

Additionally, please submit portfolio work if you have examples of lesson plans, art projects etc.

Application Deadline: Rolling- You are welcome to apply at any time to be considered for future positions when they open.