



Senior Naturalist

Job Description

REPORTS TO:
Education Manager

WORK SCHEDULE:
40 hours per week

STATUS:
Full-time, Non-Exempt

PAY GRADE: 10
\$29.54 - \$39/Hr

POSITION SUMMARY

The Senior Naturalist provides site level leadership for natural history programming, nature center exhibits, and instructional staffing across the natural history staff of the Outdoor Connections Department. This role maintains a high-level view of program quality, exhibit relevance, animal care coordination, and staff readiness to ensure consistent, mission-driven visitor experiences.

The Senior Naturalist oversees program standards and scheduling, curates and maintains yearly thematic exhibits within the nature center, coordinates animal care including aviary operations, and supervises front-line instructional staff. While this position continues to facilitate programs as needed, its primary focus is planning, oversight, training, and continuous improvement.

SUPERVISORY RESPONSIBILITIES

- Supervisory Activities: Develop/Train, Direct, Discipline, Evaluate Performance, Orient/Onboard, Schedule, Approve Timecards/Time Off Requests
- Number of direct reports: 3
- Number of indirect reports: 4

Task Title	Essential Job Functions	% Time Spent (estimate)
Program & Exhibit Strategy	<ul style="list-style-type: none">Provide strategic oversight of natural history and adventure-based programming.Establish program standards that ensure educational quality, safety, inclusivity, and alignment with organizational mission.Maintain a high-level calendar view of programs and exhibits to support capacity planning and seasonal priorities.Oversee annual program and exhibit themes and guide content direction across staff.	25%
Staff Supervision,	<ul style="list-style-type: none">Supervise Naturalist, Adventure Naturalist, and Weekend Attendant.Schedule staff to ensure adequate coverage for programs, facilities, exhibits, and animal care.	25%

Scheduling, and Training	<ul style="list-style-type: none"> Uphold training expectations, instructional standards, and onboarding processes. Provide coaching, performance evaluation, and professional development opportunities. 	
Nature Center Exhibit Oversight	<ul style="list-style-type: none"> Curate, plan, and oversee yearly thematic nature center exhibits. Provide direction for exhibit design, interpretation, and visitor flow. Ensure ongoing exhibit maintenance, upkeep, and timely updates. Evaluate exhibit effectiveness and relevance and recommend improvements or refreshes. 	15%
Animal Care and Aviary Coordination	<ul style="list-style-type: none"> Provide oversight of animal care standards and welfare practices. Coordinate aviary operations including staffing coverage, care schedules, and facility needs. Ensure animal care protocols, recordkeeping, and emergency responses are clearly defined and followed. Coordinate veterinary services, assist with maintaining permits, and adhere to compliance requirements. 	20%
Outreach Program Scheduling & Coordination	<ul style="list-style-type: none"> Oversee outreach program scheduling and capacity management, including school field trips, community organizations, and public programming. Ensure staffing allocations and site readiness align with scheduled programs. Serve as a point of escalation for complex scheduling or program needs. 	10%
Program Facilitation & Professional Representation	<ul style="list-style-type: none"> Facilitate programs, field trips, and special events as needed to model best practices. Provide leadership presence during high-volume events or staff transitions. Represent the department at outreach events and professional meetings. 	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

QUALIFICATIONS

Required

- **Education:** Bachelor's degree in Environmental Education, Natural Resources, Biology, Wildlife Management, Parks and Recreation, Museum Studies or an equivalent combination of education and experience.
- **Licensure:** Valid driver's license required.
- **Certificates or Training:** CPR and First Aid.
- **Experience:** 3 + years in environmental education, interpretation, exhibit-based learning, or outdoor programming.
- **Supervisory Experience:** 2 + years.

Preferred

- National Association for Interpretation certification.
- Experience with interpretive exhibit planning and lifecycle management
- Experience overseeing staff scheduling and training systems
- Experience coordinating live animal care

FINANCIAL & ASSET MANAGEMENT

- Order supplies or book travel: Yes
- Manage or monitor a budget: Yes
- Create or develop a budget: No

Asset Responsibility

Responsible for educational materials, exhibit components, program equipment, and animal care supplies, typically under \$10,000.

Asset Security

Physical assets (exhibits, equipment, habitats)

Living collections (animals)

Educational and interpretive materials

INTERNAL AND EXTERNAL INTERACTIONS

Internal: Coordinate with staff and departments to align programs, exhibits, staffing, and animal care operations.

External: Communicate with educators, vendors, partners, and professional peers as needed.

Level of Customer Interactions

Moderate complexity; adapts communication and expectations across varied audiences and professional partners.

KNOWLEDGE & SKILLS

Knowledge

- **Basic:** Administrative procedures, safety protocols
- **Intermediate:** Interpretation, exhibit planning, animal care coordination
- **Advanced:** Environmental education theory, experiential learning, program and exhibit strategy

Skills

- **Constantly:** Strategic Thinking, Time Management, Communication
- **Frequently:** Staff Supervision, Decision Making, Problem Solving
- **Occasionally:** Writing, Exhibit Planning, Curriculum Design

PHYSICAL DEMANDS, PSYCHOLOGICAL DEMANDS, & WORKING ENVIRONMENT

- Physical Demands: Medium work with standing, walking, and occasional lifting.
- Work Environment: Indoor exhibit spaces, animal care areas, and outdoor sites.
- Typical Noise Level: Moderate.
- Personal Protective Equipment (PPE): Required as appropriate.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.

Employee Signature: _____ Date: _____

Revised 1/14/2026