

Emmet County Conservation Board
2303 450th Avenue
Wallingford, Iowa 51365



Phone: (712) 867-4422
Email: emmetccb@yourstarnet.net
www.emmetccb.com

Matt Reineke – Director

Email: mreineke@emmetcountya.gov

Emmet County Conservation Board Full-time Naturalist Position

Description:

Full-time Naturalist position for the Emmet County Conservation Board. Under the direct supervision of the Director: coordinate, develop, plan, and conduct environmental education, information, and interpretive programs and related written, audiovisual and display materials. Informational programs are to be provided for; schools and teachers, youth and adult groups, service groups, the general public, community organizations and agencies. Assist with Nature Center staffing activities and grant writing will also be required.

Full time position with annual salary:

Standard annual salary \$41,600 - \$47,840 based on education and experience. IPER's retirement, standard county benefits, take home ECCB vehicle and yearly clothing allowance. The full time Naturalist position will be based on a 40-hour workweek, which will include: evenings, holiday, and weekends as needed. The full time Naturalist position will follow the Emmet County Personnel Policy. All benefits and rules set forth in the Emmet County Personnel Policy shall be applied to the full time Naturalist position.

Responsibilities:

Develop, plan, and conduct environmental educational information, and interpretive programs for the county school districts, special populations, and senior groups. Maintain environmental educational materials, all living and non living displays and their equipment. Provide resource information materials, and equipment to teachers, youth and adult leaders, service groups, the general public, and other organizations and agencies. Develop, plan and conduct informational and special event programming for the general public. Assist with the development of multi-media materials, informational brochures, displays, exhibits, fliers, news releases, and newsletters to promote environmental education activities and programs. Assist with all youth programming, staffing the front desk of the Nature Center and reception area, assist with performing routine upkeep, cleaning, maintenance of the Nature Center and parks, daily office and park functions such as answering the phones, photocopying, computer work, filing, office upkeep, light grounds keeping, ect.

Requirements and Certifications:

High school graduation or equivalent and a college degree preferred from an accredited college or university or a combination of college work and a two years of job related experience in education, environmental education or a conservation related field. Knowledge of general office procedures, good record keeping skills, ability to communicate tactfully and courteously with others, ability to communicate orally and effectively to groups and individuals in both formal and informal settings. Must possess a valid drivers license and maintain a good driving history, be able to pass a pre-employment physical, ability to work weekends, holidays, and evenings as needed, the ability to effectively train/orient volunteers, students, and employees.

To Apply:

Email: mreineke@emmetcountya.gov. In return please send a resume, cover letter and the completed Emmet County Conservation Board job application which can be emailed back or mailed to Emmet County Conservation Board, 2303 450th Ave, Wallingford, IA 51365

Emmet County Conservation Board is an: “Equal Opportunity Employer.”