



ORGANIZATION

The Wildlands Conservancy (TWC) is a private nonprofit public benefit organization dedicated to preserve the beauty and biodiversity of the earth and to provide programs so that children may know the wonder and joy of nature.

LOCATION

The Oak Glen Preserve, a 909-acre nature preserve located in Oak Glen, CA.

THE POSITION

Conduct outdoor education programs teaching children in multiple grade levels environmental, science-based, and cultural programs. Topics include forest ecology and ecosystems, watersheds, geology, animal adaptations, wildlife habitats, early inhabitants of the area and activities relating to the enjoyment of nature's beauty. Responsible for providing a safe and interactive learning experience to school and youth groups, and activities and interpretive programs for families and public visitors. Additional responsibilities include working on the Preserve, greeting visitors and performing public contact. **Requires weekend work.** Weekly hours range from 18-24 per week, with reduced or no scheduled hours during school and program breaks. **Bilingual (English and Spanish) is highly desired.**

ESSENTIAL FUNCTIONS

Lead interpretive natural history, cultural history and science discussions while at a hands-on activity station or on a nature hike while walking up to six miles per day in uneven terrain, at 5000' elevation, in a variety of weather conditions.

Effectively relate TWC's mission and interact positively with visitors, teachers, education professionals, students, residents and community groups.

Engages visitors to sign up for our [Behold the Beauty Association](#). Greets public visitors, provides information to the general public, ensures their safety and enforces Preserve rules and regulations.

Regular attendance and punctuality is required.

Assists with regular cleaning and organizing of the Preserve office, in addition to cleaning and stocking trail restrooms on a daily basis. Perform litter removal, as needed.

Direct students and the public in scientific observations and activities using guidebooks, ocular devices, and monitoring and measuring equipment, and other related items.

Involve students in spontaneous interactive learning exercises.

Lead and assist with volunteer programs.

Maintain educational programs and informational materials and program sites.

May conduct weekend, evening and off-site programs for families and the general public.

Performs clerical duties including and not limited to answering phones, taking reservations, scanning documents, filing, keeping statistics, data input, and other paperwork.

Reports safety hazards or maintenance needs as necessary.

Assist with trail maintenance, invasive eradication, and habitat enhancement/restoration projects, including participation in staff planting days.

Performs other duties relating to land stewardship, education, and clerical functions as assigned.

QUALIFICATIONS

- Experience working with multiple age groups and cultures in the natural sciences, environmental education, or recreation. Experience with formal or informal education of children and/or adults.
- Able to work flexible hours (including weekends and some evenings)
- Passionate about the outdoors, have a personal dedication to environmental conservation and education. Ability to operate a motor vehicle, valid California Driver's License, and ability to be insured under TWC's auto insurance policy per the Driver Acceptability Standards.
- Pass Live Scan criminal history background check, drug screen, and TB Clearance (post-job offer).
- Current CPR/First Aid training or ability to acquire within ninety days of hire.
- Bilingual (English and Spanish) is highly desired.

COMPETENCY REQUIREMENTS

- Effectively teach and interpret interactive outdoor programs to children and adults.
- Excellent communication (written and verbal in English).
- Handle difficult student behavior effectively and with discretion.
- Work with minimal direct supervision.
- Positive, upbeat, and enthusiastic about working in a non-profit environment.

PHYSICAL DEMANDS

- Lead education-based hikes up to six miles per day, at 5000' elevation, in uneven terrain in a variety of weather conditions.
- Perform other routine walking, standing, sitting, reaching, bending, kneeling, speaking, learning, and seeing.
- Perform standard office functions such as filing, typing, learning, photocopying, scanning, and speaking on the radio, telephone, and in person. Lift, carry, pull, and push a minimum of 30 pounds.
- operating a motor vehicle.

CLASSIFICATION & COMPENSATION

Starting pay is \$17.00-\$17.50 per hour based on skills/ experience. Non-exempt, part-time 18-24 hours per week with fluctuations in hours throughout the year. As a part-time employee, you will be eligible for the following benefits: 401k, bereavement, jury duty, Employee Assistance Program, and 40 hours of paid sick leave. *Per California's pay transparency requirements, the pay scale for the position is \$17-19 an hour.*

EQUAL EMPLOYMENT OPPORTUNITY

The Wildlands Conservancy is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of unlawful harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, off-duty and off-premises use of cannabis, or any other status protected by federal, state, or local laws. The Wildlands Conservancy is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

AT-WILL EMPLOYMENT

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Employment with The Wildlands Conservancy is on an "at-will" basis. This means employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect an employee's right to leave Wildlands at any time, with or without notice and with or without cause. Additionally, the terms of employment at TWC, including but not limited to, promotion, demotion, discipline, transfer, compensation, benefits, duties, and location of work may be changed by Wildlands at any time, with or without notice, and for any or for no reason. Nothing in this document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment or interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

HOW TO APPLY

To be considered for this position email your cover letter expressing why you make the ideal candidate along with your resume to jobs@wildlandsconservancy.org.