

Alliance Redwoods Conference Grounds

"Service as tall as our trees"

6250 Bohemian Highway

Occidental, CA 95465

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Alliance Redwoods Conference Grounds is a 501(c)3 non-profit organization

Title: Program Specialist\Naturalist

Employment Status: Seasonal, Full Time w/ Health Insurance, Onsite Housing

Team: Program Team

Immediate Supervisor: Outdoor Education Supervisor

Team Leader: Program/Guest Services Manager

Purpose Statement

To instruct 5th and 6th grade children for a week of Outdoor Education during the spring and fall and to facilitate program activities throughout the year, and supporting the needs of the Hospitality, Maintenance, Accommodations and Food Service Departments.

Description of Duties

- Instruct 5th and 6th grade children during the fall and spring in nature and ecology through five classes that involve forest animals, forest ecology, initiatives, streams and ponds.
- Lead trips to the ocean and Armstrong Woods for off-site environmental instructing.
- Beyond the normal activities, Naturalists get to participate in a large variety of evening activities including night hikes, games, and campfires.
- Each naturalist is empowered to develop new material for activities that support the concepts of the program.
- On the job training and participation in workshops with other Naturalists expand the teaching experience.
- Facilitation of challenge course program (Ropes course, climbing walls, mountain biking, pool, archery, canoe/kayaking).
- Serving guests in front office includes answering phones, computer data entry, gift store duties, and maintaining the hospitality area.
- Serving guests in the Maintenance department includes grounds keeping, painting, trail maintenance, landscaping,
- Serving guests in the Accommodations department includes cleaning lodging, bathrooms, meeting rooms, and set up of the same.
- Serving guests in the Food service department by performing line service, cleanup, doing dishes and serving.
- Healthy respect for heights and ability to overcome one's fear of heights.
- Training provided.

Skills, Knowledge, and Abilities

- Born-again Christian with a Biblical lifestyle and an interest in maturing in his/her faith
- People skills, team player and servant attitude
- Self-disciplined and reliable
- Safety Conscious
- Ability to handle crisis events and work under authority
- Teaching or facilitating experience
- Physically fit to meet the demands of hiking the trails, and facilitating the various challenge courses
- Communication skills including phone etiquette and basic computer skills

Education / Experience

- B.A or B.S. Degree required
- Experience in teaching, camps or youth work is a plus
- Lifeguard and First Aid certification is highly recommended

Rev	Revision Description	Date	Approved By
A	Job Established	6/5/2000	KK
B	Modified for new template; added purpose sttmnt	6/1/2004	KK
C	Changed Team Leader to Program/Guest Services Manager	10/2/2007	TD
D	Added non-profit status	12/11/2011	KC