

National Audubon Society

Position Description

Position Title: Farm Naturalist Teacher	Location: Aullwood Audubon Center and Farm
Department: Education and Centers	Immediate Supervisor(s): Tom Hissong, Education Coordinator John Stedman, Farm Manager

Purpose of the position:

Aullwood Audubon Center and Farm provides natural history/science and agriculture education programs for school children, families, adults, teachers, chapter leaders, universities, community leaders, service/professional groups and the general public. The Farm Naturalist Teacher organizes, develops and leads strategically-selected hands-on education activities for children and adults to increase understanding and appreciation for the natural world, agriculture, environmental issues and to create a culture of conservation in southwest Ohio and throughout the Audubon/ANCA network of chapters/centers/farms. Responsibilities include teaching, curriculum design, development and implementation, scheduling, grant administration, program evaluation, event planning, and intern or volunteer supervision. Aullwood's Farm Naturalist Teacher teaches classes for Aullwood's Center for Lifelong Learning program. The Farm Naturalist uses talents, skills, and imagination to create and implement a variety of programs including but not limited to Aullwood's 4-H Club, Aullwood READS and Boy and Girl Scout overnight programs. The Farm Naturalist Teacher assists the Farm Manager in the overall operation of Aullwood Farm including but not limited to – chore and livestock care, harvesting of farm crops, birthing of livestock, routine care of farm equipment/buildings and planting and care of Aullwood's Edible Vegetable Garden. The Farm Naturalist Teacher manages the farm operation and cares for farm livestock during the absence of the Farm Manager or Farming Assistant.

Essential Functions:

1. Prepare and implement program offerings for field trips at Aullwood Center and Farm for 35 school systems throughout the Miami Valley. This includes promoting, scheduling, curriculum design, teaching and preparation of pre- and post- visit materials.
2. Interact and engage the general public, Audubon members, teachers, board members, other conservation groups, and government officials to Aullwood's mission. This includes answering phones, assisting in the Nature/Farm Store, and fielding natural history or agriculture questions, etc.
3. Teach environmental, natural history or agriculture topics to visiting youth groups, teacher workshops, Audubon members and chapters, visiting organizations, the general public, etc. Plan, organize and present exciting hands-on weekend programming that focus on organic agriculture and natural history at Aullwood Farm.
4. Develop and provide on- and off-site Center for Lifelong Learning classes, workshops and ecotours for children and adults. Plan, organize and teach Summer and Winter Earth Adventures classes at Aullwood Center and Farm.
5. Assist Farm Manager as needed in the overall operation of Aullwood Farm, including but not limited to - daily chores and livestock care, harvesting of farm crops including hay/straw; birthing of livestock, routine care of farm equipment and Farm Education building. Manage the overall farm operation and care of all farm livestock during the absence of the Farm Manager or Farming Assistant. Live on site to carry out these functions.

6. Plan, plant and maintain Aullwood's organic vegetable garden. Incorporate the use of volunteers to maintain the organic vegetable garden and to present special educational programs about the garden.
7. Be responsible for the Overnight Scout program including promotional materials, registration, preparation, teaching and training/supervision of scouts and volunteers. Coordinate Aullwood's Scout special merit badge activities.
8. Organize and supervise Aullwood's 4-H Club and coordinate twice monthly meetings and activities. Coordinate Aullwood's after school **R.E.A.D.S.** program.
9. Develop interpretation goals/plans for Aullwood including long range plans, farm exhibit design, construction and maintenance of displays. Maintain farm displays and exhibits.
10. Chair and/or assist with the planning, organization, supervision and operation of special events throughout the year. Assist in fund and "friend" raising for Aullwood
11. Greet farm visitors and the general public; handle public inquiries about natural history or agriculture subjects; assist Nature/Farm Store personnel as required.
12. Train, supervise and mentor naturalist/farm interns, part-time Teacher Naturalists and volunteers.
13. Maintain an orderly, safe and clean farm work place and sanctuary. Be responsible for the clean and orderly appearance of all farm exhibit, classrooms and work areas. Insure that the Farm Education Building (Thomas Building) is maintained at all times at the highest standards.
14. Operate a variety of farm equipment - tractor, gator, mowers, rototiller, etc. in a safe and efficient manner, demonstrating best practices at all times.

Additional Functions:

- Occasional travel within and out-of-state. Tuesday – Saturday position with occasional Sunday and/or Monday and evening work is required.
- Provide timely articles and information on farm education programs for the Aullwood Newsletter and other Aullwood publications as needed.
- Assist with land management and maintenance practices for sanctuary (specifically farm area).
- Complete any other tasks assigned by supervisors or Executive Director.

Relationships:

Internal: Report to Aullwood's Education Coordinator and Farm Manager. Work directly with Aullwood staff, and volunteers, including Friends of Aullwood Board members.

External: School districts, Boy and Girl Scouts, 4-H, youth groups, Audubon chapters, community groups, corporations, colleges, universities, high schools, government agencies, informal education professionals, members of Friends of Aullwood, visitors and general public.

Equipment (e.g., computer, typewriter, calculator, copy machines, telephone, farm equipment etc.):

Have good working knowledge of basic office equipment (typewriter, calculator, copy machines, telephone, postage machine, etc.). Possess basic understanding and working knowledge of computer systems and appropriate software. Ability to operate a variety of farm equipment and motorized vehicles. Willingness to learn the operation of other tools and equipment when necessary.

Physical Requirements: (e.g., lifting, reaching, climb, push/pull, etc.)

Ability to lead field trips and programs on a trail system (7 miles) in a 200-acre sanctuary. Occasional lifting of heavy items (50 - 80 lbs.) such as computer and audio-visual equipment, boxes of publications, birdseed, displays, moving livestock, hay bales, tables and chairs, etc. The ability to sit, stand, grasp, carry, walk, push or pull for short and extended periods of time.

Qualifications (e.g., education, training, experience, licenses and skills):

A bachelor's degree in environmental education, natural science, agriculture or agriculture education with a minimum of two years experience in environmental education, interpretation or agriculture education. A working knowledge of field natural history and agriculture as well as skills in group dynamics and interpersonal relationships. Other traits important for the job: creative; flexible; organized; good communication skills; works well with people; work with minimum supervision; and operate equipment related to their duties.

Apply

Audubon promotes a diverse workplace and is an equal opportunity employer. It is the policy of the National Audubon Society to employ the man or woman best qualified for the job regardless of race, color, religion, age, sex, sexual orientation, national origin and disability (handicap) or marital status. Audubon offers a competitive salary and benefits package.

Submit a letter explaining how you meet or exceed the essential functions of this position. Include a resume and three references. This position needs to be filled immediately. Submit this information to Aullwood Audubon Center and Farm, c/o Tom Hissong, 1000 Aullwood Rd., Dayton, OH 45414 or e-mail Tom Hissong at thissong@audubon.org. For more information call 937-890-7360.

Prepared by: Tom Hissong and John Stedman	Date 6/23/08
Approved by: Charity Krueger	Date: 6/24/08
Human Resources:	Date: