

SHIPLEY NATURE CENTER - VISITOR CENTER NATURALIST

Seeking an individual to work part-time hours, 8:30 am – 1:30 pm on Monday, Tuesday, Wednesday and Thursday. Hourly rate \$17.50. Reports to designated Board members of Friends of Shipley Nature Center.

About: Shipley Nature Center is located within Huntington Central Park – West. The street address for the parking lot is 17851 Goldenwest Street, Huntington Beach, California. The Nature Center is a community-based ecological center with visitor center containing exhibits and gift shop. Within the 18-acre fenced area, the Southern California habitats are chaparral and oak woodlands, natural freshwater wetland with mature willows. www.shipleynature.org

The Visitor Center Naturalist is often the first point of contact with visitors. Indispensable for creating a welcoming, educational and dynamic hub for the public by exhibiting a cheerful attitude and maintaining a clean, friendly, and informative space within the small museum and gift shop.

Duties:

1. Welcome visitors with a highlight of seasonal flora and fauna for their trail experience
2. Inform visitors of safety protocols, location of restrooms and water dispenser
3. Describe program activities, volunteer opportunities and collect volunteer applications
4. Effectively answer questions regarding the environmental education exhibits
5. Review the Center's calendar for awareness of daily activities and who will be on-site
6. Coordinate among staff and volunteers in preparation for and during program activities
7. Respond to telephone inquiries; take messages and relay as required
8. Perform cash and card functions to receive donations and sales
9. Prepare transaction reporting for donations and sales on weekly basis
10. Assist to reorder or restock gift shop merchandise as needed
11. Maintain upkeep of visitor handouts and wiping/dusting of exhibits in the Center
12. Unlock and lock the visitor center building
13. Support the Friends of Shipley Nature Center mission statement by performing other duties, as assigned

Qualifications:

- Experience with customer service and retail functions
- Knowledge of Southern California native plants and wildlife through one's own life experiences, or through formal education and training
- Skilled in working productively as part of a team using effective verbal and written communication
- Personable and energetic
- Possess problem-solving skills; willingness to learn and ask questions
- Dependable to complete required tasks in a timely fashion, with minimal direction and/or supervision.
- Reliable to arrive on time and work scheduled days

Mission Statement: The Friends of Shipley Nature Center is a non-profit organization to manage the nature center as an ecological sanctuary for California native plants and wildlife and to provide environmental education in an urban setting in partnership with the City of Huntington Beach and the local community and the wider world.

To apply: Send us an email introducing yourself with qualification statement to: info@shipleynature.org