



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation

JOB DESCRIPTION

POSITION: Garden Naturalist	TERM: Not to exceed 12 weeks
REPORTS TO: Interpretation and Outreach Specialist	STATUS: Seasonal, Non-Exempt, Full-Time
UPDATED: March 2021	DEPT: Education

POSITION SUMMARY:

The Garden Naturalist position is a paid-summer internship in environmental education. Naturalists will provide interpretation about Catalina Island for visitors and residents primarily at the Wrigley Memorial and Botanic Garden. The Garden naturalist position is the main point of contact between the Conservancy and the public in the summer months, connecting with hundreds of visitors each year.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Interpretive Activities

- Conduct outreach activities and programming at the Wrigley Memorial and Botanic Garden, the Nature Center at Avalon Canyon, and Front Street in Avalon.
- Support public understanding of the mission and work of the Conservancy through friendly discussion.
- Share the Conservancy's new Junior Naturalist program with younger visitors.
- Maintain records of program attendance and visitor interactions.
- Support the Department with on-site evaluation such as visitor surveys.
- Report site maintenance needs to Conservancy staff such as habitat damage or excessive litter.
- Assist with special projects and programs as needed.

Office Responsibilities

The majority of work will be in the field working with visitors with minimal office work. This office work includes:

- Answering phones and responding to information requests.
- Using spreadsheets to record and organize program attendance and survey data.
- Other duties as assigned

Culminating Project

Naturalists will be guided through an individual project during their internship. At the end of the 12-week internship, they will deliver a final report and presentation to their education and Conservancy colleagues.

DESIRED QUALIFICATIONS:

The internship is designed to work with your existing skills and knowledge to learn more about environmental interpretation focused on Catalina Island and the work of the Conservancy. A good candidate for the role will come to the program with the following qualities:

- General understanding of ecology and/or nature topics.
- Knowledge of California plants, animals, ecology, and/or natural history.
- Comfort speaking with the public.
- Ability to talk about topics with positivity and clarity.

- Self-motivation and initiative.
- Reliability and trustworthiness.
- Ability to be a positive representative of the Conservancy.
- Outdoor activity experience .
- Basic computer experience (Microsoft Word and Excel).
- Spanish language skills are a plus.

EDUCATION:

This internship is designed to support high school and college students interested in pursuing a degree in biology, environmental science, interpretation, education, or other related fields.

Coursework, extracurricular activities, or volunteer work related to the above mentioned fields is a plus

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Must be able to stand for long periods of time and hike over moderate terrain on an incline such as providing walking tours of the Botanic Garden.
- Must occasionally lift and/or move up to 30 pounds.
- Must wear a Conservancy uniform while performing job duties together with closed-toe shoes.
- Must be able to spend their workday outside. The Garden Naturalists are stationed mainly at the Wrigley Memorial and Botanic Garden. Occasionally they are stationed on Front Street in the City of Avalon, at the Nature Center at Avalon Canyon, and at the Airport in the Sky.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Employee must live and work on Catalina Island.
- Valid CA driver's license is preferred.
- Work schedule will be daytime hours and include weekends.

[TO APPLY FOR THIS POSITION:](#)

Please send [resume and cover letter](#) to: JOBS@CATALINACONSERVANCY.ORG