



Centre Region Council of Governments

Centre Region Parks and Recreation

MILLBROOK MARSH NATURE CENTER

Located at: 614 Puddintown Road in College Township

(814) 235-7819

Office: 2643 Gateway Drive #1, State College, PA 16801

Website: www.crpr.org

(814) 231-3071 Fax 814.235.7832

E-Mail: crpr@crcog.net

Serving the Borough of State College and the Townships of College, Ferguson, Harris & Patton

JOB DESCRIPTION: Program Leaders - Seasonal

Millbrook Marsh Nature Center

(4-6 positions available: Spring 2010)

Summary:

These seasonal, part-time positions are intended to prepare and teach educational programs at the Nature Center for the public and group programs, plus assist with Nature Center program operations and assist the Recreation Supervisor-Nature Center as defined below. The positions may involve program material upkeep (related to group program and/or rental preparations), but will not involve administrative tasks.

Qualifications:

- demonstrated experience in planning and conducting environmental education programs and/or environmental science background;
- at least two years completed toward a college degree, preferably related to an environmental science or education;
- enthusiasm about working with children and adults;
- leadership experience in educational or recreational settings;
- the applicant must meet the requirements of the CRPR Child Safety Policy, including current Child Abuse Clearance and Criminal Background Check Certification. The costs for those certifications are the responsibility of the applicant;
- in order to be considered for this position, the applicant must submit a CRPR Application for Employment, a resume, and copies of the two Child Safety certificates. Visit www.crpr.org for details.

Responsibilities:

- act under the direct supervision of the Recreation Supervisor - Nature Center, general supervision may also be provided by the Seasonal Program Coordinator.
- be familiar with group programs and able to facilitate these programs alone or with other program leaders;
- assist with preparation and facilitation of family and public programs to encourage use of the Center;
- assist with development and operation of one-time program offerings and/or special events, as well as ongoing program opportunities;
- coordinate with volunteers;
- act as the site host and educator for Nature Center Birthday Parties, with preparation and post-event work, as scheduled and approved by the Recreation Supervisor;
- assist the agency with interpreting the value of Millbrook Marsh Nature Center and upholding CRPR/MMNC policies;

These part-time, hourly positions (approx 30 hours per week) include an introduction and orientation upon starting, one-on-one naturalist training, and hands-on outdoor education experience. The position will be staffed from Mid-April through Mid-June (Spring) or Mid-September to early November (Fall), based on biweekly schedules for the nature center to be developed by the Recreation Supervisor. Work schedule will vary based on the nature center's calendar, with a basic schedule of Mon - Fri from 8:30 am - 2:30 pm and some scheduled weekend hours. Hourly compensation will be \$7.50 - \$8.50, based on experience.

The only benefit provided with employment is Workers Compensation Insurance, which provides coverage in the event of

an on-the-job injury. Reimbursement for the authorized uses of a personal vehicle will be provided in accordance with CRPR & COG policies.

Work Location:

The majority of work for this position will be on location at Millbrook Marsh Nature Center. Applicants must be willing to work in various weather conditions and able to walk long distances with groups through the center.

Centre Region Parks & Recreation

Ronald J. Woodhead, Director

Molly A. Hetrick, Recreation Supervisor-Nature Center

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