

JOB DESCRIPTIONS

Each position lists “Average Time Commitments”; however, these are merely suggested times. We are willing to work with you to set up a schedule that fits your specific needs.



NATURE SHOP ASSOCIATE

Reports To: Naturalist/Volunteer Coordinator, Office Manager

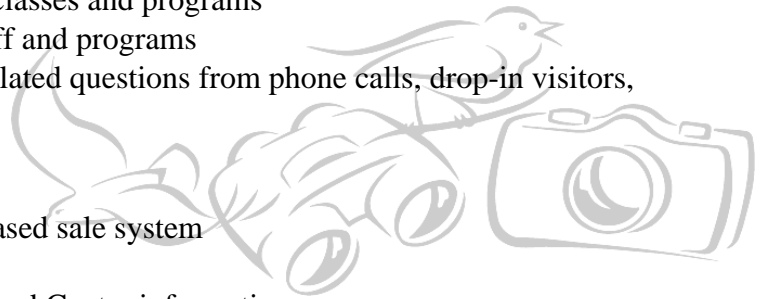
Description: Assist with the Nature Shop’s sales and merchandising and provide essential, positive, unrestricted revenue for Seward Park Audubon! Additionally, you will welcome guests into the Center and assist with questions and program registrations.

Responsibilities:

- Assist with sales of shop merchandise
- Offer registration assistance for classes and programs
- Provide clerical assistance to staff and programs
- Answer basic bird- and nature-related questions from phone calls, drop-in visitors, and program participants

Qualifications:

- Willingness to learn computer-based sale system
- Personable and friendly
- Training provided in basic Park and Center information



Average Time Commitment: At least two 3 ½ hour shifts per month.

Measure of Success: Good team spirit, questions from visitors are answered to the best of your knowledge or are referred to an Audubon staff member, sales of merchandise and class registrations are documented in an organized manner.

Benefits: Gain experience working with the Seward Park community, play a key role in shaping Seward Park Audubon’s future, meet like-minded individuals, gain useful job experience, be rewarded with Seward Steward recognitions/events, receive letters of reference, and hang out with our awesome Office Manager!



FIELD EDUCATOR

Reports To: Naturalist/Volunteer Coordinator, Education Director

Description: Work with our education team to conduct ½ day inquiry-based field science education field trips at Seward Park for area 6th – 12th grade students and special groups.

Responsibilities:

- Teach about, and conduct research and experiments of biological sampling, water quality testing, ecosystem and watershed concepts, and other field science.

- Provide a positive, enthusiastic ecological learning experience!

Qualifications:

- Background in science and/or education (OK if currently pursuing in school)
- Available during the school year between the hours of 9am – 12pm
- Able to work as a team and adapt to rapidly changing situations
- Willingness to work in the variable Pacific NW climates and walk up to 2 miles
- Training provided in Audubon lessons and Seward Park natural history & ecology

Average Time Commitment: Class scheduling varies, but willing to be available at least one day a week, Tuesday-Friday, from 9am-12pm.

Measure of Success: Good team spirit, questions from class participants are answered to the best of your knowledge or are referred to an Audubon staff member, educational objectives of the specific lessons are fulfilled, and participants are active and engaged.

Benefits: Gain experience working with youth in the Seward Park community, play a key role in shaping Seward Park Audubon’s future, meet like-minded individuals, gain useful job experience, learn all about Pacific NW and Seward Park ecology, be rewarded with Seward Steward recognitions/events, receive letters of reference, and hang out with our awesome Education Team!



TALKING TREE

Reports To: Naturalist/Volunteer Coordinator, Education Director

Description: The Talking Tree program is a delightful introductory environmental presentation geared for preschool and Kindergarten audiences both here at the Center and at individual schools. A costumed Seward Park Audubon volunteer will discuss trees, the importance of trees, and the comparison of trees to people.

Responsibilities:

- Teach audiences ages 3-7 about trees and their importance to humans and wildlife
- Occasionally lead a short interpretive walk following the inside presentation
- Wear an awesome tree costume, and be willing to be just a little over-the-top
- Provide a positive, enthusiastic ecological learning experience!
- Provide program/Center outreach at local venues by donning the costume

Qualifications:

- Background in science and/or education (OK if currently pursuing in school)
- Able to think on your feet and adapt to rapidly changing situations
- Willingness to occasionally travel to Seattle-area schools
- Training provided in Audubon Talking Tree lessons and Seward Park natural history & ecology

Average Time Commitment: Class scheduling varies, but willing to be available at least one Tuesday and/or Thursday per month between the hours of 9a.m. – 3p.m (Sept.-June).

Measure of Success: Good team spirit, questions from class participants are answered to the best of your knowledge or are referred to an Audubon staff member, educational objectives of the specific lessons are fulfilled, program participants are actively engaged!

Benefits: Gain experience working with youth in the Seward Park/Seattle community, play a key role in shaping Seward Park Audubon's future, meet like-minded individuals, gain useful job experience, learn all about trees, be rewarded with Seward Steward recognitions/events, receive a letter of reference, and hang out with our awesome Education Team!



INTERPRETIVE GUIDE

Reports To: Naturalist/Volunteer Coordinator, Education Director

Description: Want to help out with our nature programming? Interpretive Guides need only know a little bit of park ecology and have a willingness to learn even more! Lead groups of guests on nature hikes in Seward Park, an open their eyes to the wonders that exist in their own backyard! Assist with Toddler Tales & Trails, Senior Strolls, weekend nature hikes, or interpretive displays. Programs and time commitments usually last 1-2 hours.

Responsibilities:

- Lead or serve as support for guided nature walks for audiences of all ages
- Answer questions from program participants as necessary (ex: Park flora and fauna, Center history, etc.)
- Staff program outreach tables and interpretive displays at the Center, Park, or various community events (such as the Columbia City Farmer's Market)
- Provide a positive, enthusiastic ecological learning experience!

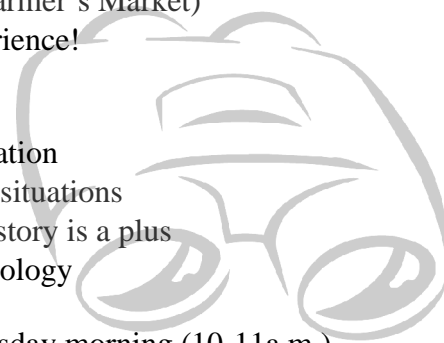
Qualifications:

- Some background in science, education, and/or interpretation
- Able to think on your feet and adapt to rapidly changing situations
- Knowledge of Pacific NW ecosystems and/or cultural history is a plus
- Training is provided in Seward Park natural history & ecology

Average Time Commitment: Available for at least one Wednesday morning (10-11 a.m.) or Saturday shift per month.

Measure of Success: Good team spirit, questions from program participants are answered to the best of your knowledge or are referred to an Audubon staff member, educational objectives of the specific lessons are fulfilled, participants are engaged, new volunteers or program participants are lured in!

Benefits: Gain experience working with the Seward Park neighborhood community, play a key role in shaping Seward Park Audubon's future, meet like-minded individuals, gain useful job experience, learn all about Seward Park's ecology and cultural history, be



rewarded with Seward Steward recognitions/events, receive letters of reference, and hang out with the awesome Audubon staff!



CENTER DOCENT

Reports To: Naturalist/Volunteer Coordinator, Education Director

Description: Center Docents serve as friendly faces, as well as representatives of the Center. They lead building tours, staff outreach tables, offer assistance in our 2,000+ volume library, field various questions from Center visitors, and lend a hand with arts, crafts, and other activities at our many exciting events!

Responsibilities (may include some or all of the following):

- Lead historical & green building tours in our renovated 1927 tudor-style building
- Maintain and check-out books from the Ann Lenartz Library
- Staff various outreach tables and provide information on programs, camps, and events
- Assist with arts, crafts, and other activities during our Super Saturdays
- Answer basic bird, center, and nature-related questions from visitors and program participants

Qualifications:

- Able to think on your feet and adapt to rapidly changing situations
- Friendly and outgoing personality
- Training provided in basic Seward Park natural history & ecology, Center information & building history, and programs

Average Time Commitment: Available one Saturday per month and/or occasional weekdays

Measure of Success: Good team spirit, questions from Center visitors are answered to the best of your knowledge or are referred to an Audubon staff member, visitors are treated in a respectful and professional manner, more people are drawn to the Center!

Benefits: Gain experience working with the Seward Park/Seattle community, play a key role in shaping Seward Park Audubon's future, meet like-minded individuals, gain useful job experience, learn about Center history and our programs, be rewarded with Seward Steward recognitions/events, receive letters of reference, and hang out with the awesome Center staff!



For more information, or if you are interested in any of these opportunities, contact: Chris Millow, Naturalist/Volunteer Coordinator at cmillow@audubon.org or (206) 652-2444