

ASSISTANT NATURALIST (MADDEN OUTDOOR EDUCATIONAL CENTER)
(BOCES #1)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Naturalist or Program Coordinator, an incumbent is responsible for leading groups in instructional programs concerning nature, conservation and/or the environment at the Madden Outdoor Educational Center. The programs are designed for students, grades K through 12, in the participating school districts, and the incumbent instructs students and conducts scheduled activities and programs as directed. The incumbent also assists in the maintenance of the center and cares for the center's educational animals. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Instructs students in grades K through 12 in appropriate educational programs following a predetermined curriculum and schedule;

Conducts lectures, talks, and workshops for organized groups as directed;

Exercises professional judgment and responsibility in the presentation of activities for various age groups;

Provides instruction in such areas as environmental science, environmental issues, ecosystems, natural and local history, sustainability, team building, etc;

Explains and demonstrates the use of supplies and equipment i.e. microscopes, aquatic tanks, Wetlands model, etc.;

Assists in the care and maintenance of the center's wildlife habitats, equipment and facilities;

Assists in the creation, preparation and cleaning of educational displays, scientific arrangements, and exhibits, both on and off site;

Cares for and feeds animals housed at the center;

Informs supervisor of needed materials, supplies and equipment to purchase;

Makes suggestions as appropriate for changes and improvements to nature, conservation and/or environmental programs, curriculum, and facilities to better address the needs and interests of student participants;

Participates in staff meetings and trainings;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles of the natural sciences; ability to use the equipment related to the natural sciences; ability to conduct programs for groups of all ages; ability to prepare scientific arrangements, displays and exhibits; ability to inspire others to become interested in the natural sciences or local history; ability to communicate well both orally and in writing; ability to speak before groups; ability to perform some manual labor; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; good professional judgment; imagination; initiative; resourcefulness; good moral character; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience in a nature center, zoo, school or camp which involved conservation and/or environmental education, outdoor interpretation, or other natural science work.

SUBSTITUTION: A Bachelor's Degree* in Environmental Science, Natural Science, Ecology, Biology, Conservation or a related field may be substituted for the four (4) years of work experience described above.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.