

## Assistant Naturalist

### Job Description

We are seeking an enthusiastic person to join our environmental education team! At Dahlem we provide environmental education and outdoor experiences through a wide range of programs and activities. Supporting Dahlem's Little Acorns Nature Preschool, summer day camps, public programs, exhibits, and events are some of the ways you can help us connect people with nature.

Apply today by sending your cover letter, resume, and three professional references via email to Hannah Schauer at [hschauer@dahlemcenter.org](mailto:hschauer@dahlemcenter.org).

**Job Title:** Assistant Naturalist

**Job Type:** Part-time (Approximately 24 - 32 hours/week)

**Compensation:** \$16.00 - \$17.00 per hour, depending on education and/or experience

**Schedule:** Year-round, part-time with variable schedule. Hours will vary based on program needs; some evening and weekend hours will be required.

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### Overview

The Dahlem Conservancy is an independent, nonprofit 501(C)(3) organization providing environmental education and outdoor experiences to the residents of south central Michigan. Dahlem is proud of its 50 years of connecting people with nature and providing quality environmental education. The Dahlem Environmental Education Center serves as an outdoor laboratory for school and group field trips as well as providing over 100 public programs each year. Little Acorns Science and Nature Preschool started in 2013 and is part of our quality environmental education program offerings. Little Acorns Nature Preschool has provided a solid educational foundation for children ages 3 to 4 years by instilling a lifelong love for the natural environment.

### Position summary

The Assistant Naturalist is responsible for assisting with presentations, programs, events and customer service in support of Dahlem's mission. Additionally, the Assistant Naturalist provides support to Little Acorns Nature Preschool.

### Assistant Naturalist responsibilities

- Present environmental educational programming and lead guided trail walks for school groups, summer camps, children, families, and adults.
- Collaborate with Dahlem staff and volunteers on presentations, programs, camps, and events.

- Plan, promote, and lead outdoor and land stewardship activities.
- Develop and maintain exhibit displays and support the care of exhibit animals.
- Provide on-site support for outside presenters and groups.
- Greet visitors, answer questions, and assist customers in the gift shop.
- Participate and assist in all major events.
- Support Little Acorns Nature Preschool students and act as an additional teacher when needed.
- Provide a safe, structured, and nurturing environment for children to learn and grow.
- Assist in maintaining classroom and facility organization and cleanliness.
- Maintaining professional development and certifications as required by state laws and Dahlem policies.
- Assist with other duties as assigned.

### **Position requirements**

Selected candidate must submit to be electronically fingerprinted, and must pass all background checks mandated by the state for preschool and camp staff. Must possess or obtain up to date First Aid, CPR, and BBP certifications. Must also complete required preschool and camp staff trainings. Paid, on-the-job training will be provided.

### **Preferred Education/Experience**

- Bachelor or Associate Degree (or working towards) in environmental education, natural resources, forestry, wildlife, ecology, education, or related field. (Minimum education required: completion of high school or equivalent.)
- Experience working with children in summer camp, childcare, or similar setting.
- Experience with presenting educational programs or public speaking.
- Knowledge of or aptitude/enthusiasm for learning basic natural history/ecology concepts.
- Ability to be a creative and flexible team player.
- Experience and comfort in nature.
- Verbal, written and interpersonal communication skills.
- Planning and organization skills.
- Customer service skills.

### **Physical demands**

This position requires the following physical activities: pushing, pulling, climbing, bending, squatting, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity all in rain, ice, snow, and/or mud. The work is performed outdoors in the Dahlem nature preserve and indoors in a classroom environment and office setting.

*These job responsibilities represent only the essential and most significant duties of the position. This job description does not exclude other work assignments, directives, and responsibilities not mentioned herein.*

### **How to apply**

Send your cover letter, resume, and at least three professional references via email to Hannah Schauer at [hschauer@dahlemcenter.org](mailto:hschauer@dahlemcenter.org).

**Posted:** 4/1/2025 – position will remain posted until filled.  
*Note: We will begin scheduling interviews in mid-April.*