

**POSITION TITLE:** Lead Naturalist

**TITLE COMMITMENT:** Full-time/Seasonal; May 1 – September 30, 2020

**SPONSORING ORGANIZATION:** Sawtooth Interpretive and Historical Association (SIHA)

**SPONSORING ORGANIZATION'S MISSION:** The Sawtooth Interpretive and Historical Association's mission is to protect and advance the natural and cultural history of Idaho's Sawtooth – Salmon River Country through preservation and education. SIHA is a non-profit 501(c)(3) association. For more about the Association please visit [www.discoverstooth.org](http://www.discoverstooth.org).

**LOCATION:** The Sawtooth National Recreation Area (SNRA) encompasses 756,000 acres of rugged and beautiful land that is open for your exploration and enjoyment. We are located in the small town of Stanley, Idaho, right in the heart of the wild lands that surround us on all sides. This stunning landscape inspires quiet introspection and observation as well as offers unlimited opportunities for hiking, fishing, mountain biking, camping, boating, and many other recreational activities. Mailing address: Sawtooth Association, P.O. Box 75, Stanley, ID 83278.

**POSITION SUMMARY:** The lead naturalist for the Sawtooth Association (SA) will be the direct supervisor to the other naturalists at both the Redfish Visitor Center and the Stanley Museum. The lead will also be providing interpretive services such as various programs (Junior Ranger, interpretive guided walks, etc.) to all visitors of the Sawtooth NRA. The lead naturalist will supervise the naturalists on day-to-day duties and will provide program feedback for naturalists.

**GENERAL RESPONSIBILITIES:**

- Supervise a team of up to 6 naturalists in day-to-day programs and activities throughout the season.
- Provide constructive feedback for naturalists on interpretive programs, displays, and all other daily duties.
- Develop the schedule for training the incoming naturalists.
  - Includes finding speakers in related fields such as geology, fisheries, botany, etc.
- Assist in the development of the weekly schedule for naturalists.
- Participate in meetings with the Executive Director to review weekly or biweekly objectives.
- Work with Forest Service Wildlands Program to schedule large group Leave No Trace Programs for groups going in to the wilderness.
- Research, develop, and present specialized interpretive programs relevant to the visiting public of the Sawtooth NRA, including but not limited to guided walks, Junior Ranger activities, discovery stations, patio talks, boat tours, and evening programs. Locations may include the Redfish Center, Stanley Lake, Idaho Rocky Mountain Ranch, the Stanley Museum, or other venues. Assess and modify programs as necessary.
- Provide information about the area and trip planning assistance at the Redfish Center and Stanley Museum.

- Work with the Outlet Manager to receive proper inventory for items at the Center, as well as weekly register close outs, or other outlet duties as assigned.
- Assist with sales of SA books and related items at the Redfish Center and Stanley Museum.
- Coordinate one SA event (assigned at beginning of season). Strategic “blueprints” for each event are available.
- Advertise for SA events (through creating and posting fliers, social media, and word-of-mouth).
- Participate in SA community events focused on providing education on natural and cultural resources and environmental awareness.
- Attend and participate in training during sessions/seminars.
- Attend and evaluate all first Evening Programs and one Junior Ranger for team members.
- Attend Forum & Lecture Series each Friday evening.
- Participate in outreach to develop and maintain partnerships.
- Oversee the Naturalists posts on Social Media and encourage promotion of events and programs using these platforms.
- Complete SA paperwork (time sheets, program number records, etc.).
- Participate in daily, weekly, and seasonal cleaning/maintenance procedures to keep everything in working order. This includes seasonal opening and closing duties.
- Manage all building aspects to keep the Center running properly.
- Complete tasks as assigned.

#### **REQUIRED QUALIFICATIONS:**

- Mandatory 1 year of previous experience in a supervisory role or 1 year experience with SA previously.
- Hold a degree in natural or cultural resources, interpretation, education, history, environmental sciences, or related fields from an accredited college or university.
- Have experience with a cash register and basic accounting abilities.
- Be resourceful, reflective, and self-motivated in a work environment.
- Have the ability to work effectively alone as well as with others.
- Demonstrate good communication skills, both orally and in writing. Must be comfortable with public speaking.
- Have the ability to delegate tasks that are necessary for the Center to operate
- Have basic knowledge of interpretive techniques.
- Have the ability to walk at minimum two miles and lift 20 pounds.
- Possess valid state driver’s license; have access to a personal vehicle.
- Knowledge of Microsoft Office and social media or willingness to learn.
- Be willing to work some evenings and weekends.
- Have a commitment to the mission of the Sawtooth Association!

**TRAINING:** The Sawtooth Association will provide training for the lead naturalist in regards to what will be expected from them throughout the season. Training will occur with the Executive Director and with

Forest Service personnel. The lead naturalist will also assist in the training of the other naturalists in the first two weeks of employment.

**TYPICAL WEEKLY WORK SCHEDULE (40 HOURS):**

- 3 1/2 days – Interpretation and Desk Time – alternate between presenting interpretive programs at various locations to audiences throughout the Sawtooth National Recreation Area and providing information about the area to visitors at the Redfish Center and/or Stanley Museum. Some days will focus more on interpretation, depending on the 2020 program schedule.
- 1 ½ Days - office day to complete Program Evaluations for each individual naturalists and office work. Office work includes scheduling special programs, counting sales for the week, etc.
- 2 days off (these two days will be scheduled together but may not be Saturday & Sunday (i.e. days off may be Monday & Tuesday or Wednesday & Thursday, etc.).
- A half-hour lunch is taken each day.

**PER DIEM/BENEFITS INCLUDE:**

- Stipend \$1,500/month
- Housing is provided free of charge at the Stanley Ranger Station employee compound, the Sawtooth Valley Work Center, or the Redfish Cabin.
- Personal vehicle mileage is reimbursed (at \$0.48/mile) for project work (NOT for traveling to and from work).
- SIHA polo shirts, jacket, and name tag will be provided.
- Supplies and project materials are provided.
- Weekly professional development lectures.
- Feedback regarding interpretive development.
- 20% discount on all SA bookstore items.
- A beautiful location for a seasonal position!

**TO APPLY:** Email cover letter, resume, and contact information for 3 references to [siha-hiring-2020@discoversawtooth.org](mailto:siha-hiring-2020@discoversawtooth.org).

**APPLICATION DEADLINE:** January 15, 2020 at 11:59 PM

SIHA is an equal opportunity employer.