

## POSITION DESCRIPTION

*February, 2023*

**Position Title:** Summer Education Assistant

**Status:** Hourly/Non-Exempt/Part-Time/Temporary

**Reports To:** Education Director

**Location:** Dwight Center for Conservation Science, Pepperwood Foundation, Santa Rosa, CA

### **The Organization:**

The mission of Pepperwood is to inspire conservation through science. Our base of operations is the Dwight Center for Conservation Science in Sonoma County, a unique place where scientists and community come together to create solutions to some of our region's most pressing environmental challenges. Pepperwood manages a stunning 3,200-acre nature reserve located in the hills outside of Santa Rosa, CA, originally gifted to the California Academy of Sciences and now dedicated to ecological research, education, and conservation. We serve as a venue for world-class science focused on advancing the health of Northern California's land, water, and wildlife. We are international leaders in climate adaptation, habitat corridor protection, fire mitigation, and forest health. Please visit our website – [www.PepperwoodPreserve.org](http://www.PepperwoodPreserve.org) – to learn more about our programs.

### **Job Summary:**

The **Summer Education Assistant (SEA)** position is a part-time temporary position with the Pepperwood Foundation from **June 5** (or June 12, depending on your school schedule) **through August 3, 2023** for approximately 20 hours per week for 9 weeks supporting our TeenNat Education Program. The position will assist Pepperwood Educators in delivering TeenNat 2023, offered to students entering their Sophomore-Senior years in high school. This year there will be two sessions of TeenNat with 24 students per 4-week session. The days will be Tuesday, Wednesday, and Thursday, from 8:45-3:45. The SEAs (there will be two) will assist in leading small group activities and/or assist youth individually within the group setting.

### **Essential Functions:**

- Help oversee youth participating in Pepperwood's TeenNat program, both in the field and at the Dwight Center for Conservation Science
- Assist with equipment organization, check out, labeling, inventory, clean up, and return
- Act as a role model and mentor to youth participants
- Actively support and participate in program activities
- Assist TeenNat participants in using smartphones/computers to upload data to iNaturalist.org
- Use on-line and published resources to assist participants in identifying, describing, and classifying various plants, animals, insects, fungi, and lichen
- Provide general assistance to Pepperwood Educators and staff as needed including making copies and other clerical tasks

- Track work hours using online WebTime tracking system
- Other duties as assigned

**Essential Requirements:**

- **TeenNat Alumni, participated in the program in the past at Pepperwood**
- A “people person” with a genuine love of, and enthusiasm for, working with young people
- Good verbal and interpersonal communication skills
- Willing to work with small groups of youth ages 15-18
- Willing to hike cheerfully in hot weather for several miles a day over uneven terrain while supporting others and carrying extra gear for the group as needed (bug nets, extra water, etc.)
- Ability to help the group to identify and avoid ticks, poison oak, rattlesnakes
- Willing to get fingerprinted for background check
- Familiarity with iNaturalist.org and willing to spend time researching native plants, animals, insects, fungi, and lichen
- Minimum age 18 and high school graduate by June 13, 2023
- Must comply with standards set in Pepperwood's Employee Handbook and Code of Conduct

**Non-Essential Requirements:**

Bilingual - English/Spanish

Willingness to lead (or co-lead) a lesson or activity

**Work Environment:**

Work occurs in the field on the reserve, and at the Dwight Center for Conservation Science. Field locations on the reserve include inclement weather and hiking over uneven terrain, exposure to poison oak, ticks, and rattlesnakes are common. Limited vehicle access and cell phone reception. Central office work space: temperate climate, office lighting, and computer workstation.

**Physical Requirements:**

Ability to negotiate a two-story building with ease and participate in hikes over uneven terrain. Ability to hike up to 5 miles per day over uneven terrain. Ability to work under adverse weather conditions. Lifting 30 lbs. Office work station requires extended sitting and fine finger movements. Visual capacity to review and develop print and digital documents.

**Supplemental Questions:**

1. Please share your favorite part of your TeenNat experience.
2. Do you have experience in other science enrichment or summer programs? Please describe the experience.
3. Why would you like to work as a Summer Education Assistant?
4. What qualities do you have that would make you a great Summer Education Assistant?
5. Are you available for the entire duration of the position (9 weeks)?
6. Do you have reliable transportation to and from Pepperwood?
7. Anything else you would like to add?

**To Apply:**

Answer supplemental questions above and send your answers, along with a resume (if you have one) to Holland Gistelli at [hgistelli@pepperwoodpreserve.org](mailto:hgistelli@pepperwoodpreserve.org). Applications are due by May 12, 2023. Pepperwood is an equal opportunity employer and prohibits unlawful discrimination based on race, religion, color, sex, sexual preference, age, or marital status.

**Compensation:** \$18/hour