Delaware Nature Society
EDUCATING TODAY, PRESERVING FOR TOMORROW
302.239.2334 • www.DelNature.org

Position: Visitor Services Weekend Greeter

Site: Ashland Nature Center and/or DuPont Environmental Education Center, Wilmington, Delaware

Schedule: Varied Schedule, primarily weekends, based on season

Date: April 15th, 2024

Mission

Delaware Nature Society envisions a healthy sustainable environment. Our mission is to connect people with the natural world to improve our environment through education, conservation, and advocacy.

Founded in 1964, the Delaware Nature Society (DelNature) is a state-wide, non-profit organization that aspires to be inclusive and multicultural, celebrating the rich dimensions of diversity. DelNature delivers hands-on environmental education programming at four sites and throughout the region, in New Castle & Sussex Counties: (New Castle) Ashland Nature Center (HQ), in Hockessin, DE; DuPont Environmental Education Center, in Wilmington, DE; Coverdale Farm Preserve, in Greenville, DE; (Sussex) Abbott's Mill Nature Center, in Milford, DE. We also manage over 2,000 acres of land including four nature preserves.

Delaware Nature Society is a state affiliate of the National Wildlife Federation. We envision a healthy and sustainable environment and provide the tools for communities to take action and promote the health of the environment through three pillars of engagement: Working Natural Lands, Healthy Waters and Protecting Habitats and Wildlife.

Position Summary

The Weekend Greeters reports to: Ashland Nature Center Office Manager and/or the Site Director at DuPont Environmental Education Center

Visitor Services Greeters ensure a positive experience for visitors to the Ashland Nature Center's Visitor Center (ANC) and/or DuPont Environmental Education Center (DEEC) and present the Delaware Nature Society in a professional way to the community. Greeters welcome visitors, answer phones, assist with visitor needs, and support programs and general operations at the site. Greeters promote membership and involvement with the Delaware Nature Society. Schedule is weekends and is variable and flexible, with possible weekday opportunities as needed.

Responsibilities

- Open and close the visitor center at designated times
- Greet visitors and interpret the natural and cultural history of the sites
- Provide brochures and information about DelNature and its programming
- Promote the unique "attractions" of each site
- Serve as the point person that attends to site needs and emergencies
- Leads free, simple "drop-in" programs including nature walks and marsh netting programs as trained to do so. Attends appropriate instructor-training workshops
- Collect trail fees from non-members (at Ashland Nature Center)
- Fields phone calls
- Records number of visitors coming into the visitor center
- Promote & support DelNature's mission, values, goals, activities, and membership to a wide array of program audiences.
- Other duties as assigned

Qualifications, and Experience

- Self-starter that enjoys interacting with the public
- Flexibility and adaptability to work a schedule that meets the needs of the site.
- Punctuality, dependability, effective communication skills and ability to work effectively as part of a team.
- Ability to consistently interact in a positive and professional manner.
- Maintain current CPR and First Aid Certification (Training provided)
- Willingness to learn new skills and share knowledge with others.
- Environmental science knowledge, helpful but not at all necessary.
- Demonstrated ability of problem solving, critical thinking, and decision-making.
- Perform additional duties at the request of supervisor or leadership team member.

Work Environment and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds and be able to carry, move and set up necessary supplies and equipment.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.
- Ability to work in a variety of indoor and/or outdoor settings, weather, and terrains.
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Salary and Compensation (part-time/hourly, non-exempt, or seasonal)

Starting hourly rate - $15 - based on knowledge, certifications, and experience.

EQUAL OPPORTUNITY – Delaware Nature Society considers candidates for all positions on the basis of qualifications and without regard to race, color, religion, gender, national origin, genetic information, age, physical or mental disability, sexual orientation, marital status, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable federal, state & local laws.

Delaware Nature Society reserves the right to change this job description as conditions change.

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Employee Signature Date

Supervisor Signature Date