



## **JOB DESCRIPTION**

### **MASTER NATURALIST ASSISTANT**

#### **What's It About?**

Master Naturalist Assistants (MNA) serve as an important aid to Master Naturalists. MNAs assist with group management, props and activities.

Master Naturalists provide educational programs on the natural areas to groups including schools, clubs and scouts. Often groups are large, the outings take place in remote areas, or the activities are complex, and Master Naturalists need a helping hand. This is a good way to take an active role in the education program without the time commitment or specialized training required of Master Naturalists. This is also a great way to gain experience in interpretation, natural history and group management.

**Time Commitment:** Mandatory eight-hour training and assist with at least two programs per year.

#### **Qualifications:**

- Must be eighteen years or older.
- Must pass a background check.
- Have a background or interest in natural history and a feel a connection with nature.
- Be enthusiastic about helping with education and outreach activities.
- Possess or be able to learn basic communication skills.
- Have a willingness to learn and a desire to help Master Naturalists present high-quality programming.

#### **Requirements:**

- Must have internet access.
- Must successfully complete the Master Naturalist Assistant Training Program including attendance at all class sessions.
- Assist with a minimum of two programs by the end of the calendar year and a total of twenty-five hours within two years of training.
- Attend at least two qualified continuing education programs, field trips or workshops per year (these are sponsored/provided by the City of Fort Collins Natural Areas Program).
- Must regularly work with Natural Areas Program Volunteer Coordinator and report volunteer hours.

**Job Duties:**

- Preview natural prior to program if you are unfamiliar with it.
- Coordinate with Master Naturalist and Natural Areas Program staff to prepare for and assist with programs.
- Assist with collecting, managing and returning program supplies.
- Assist Master Naturalist with program implementation.
- Assist with group management, as needed.
- Assist with evaluation forms at the conclusion of public programs.

**Benefits:**

- Gain experience in the field of environmental education.
- Receive mentoring by experienced interpreters.
- Work outdoors and share your passion with the public.
- Volunteer on a flexible schedule.
- Attend free continuing education opportunities.

**2010 Fall Training Schedule**

You must attend both days:

Tuesday, August 31, 10:00-2:00

Wednesday, September 1, 10:00-2:00

**Application Process**

All applications must be completed via the website:

[fcgov.com/naturalareas/volunteers.php](http://fcgov.com/naturalareas/volunteers.php)

**Application deadline Friday, August 20, 2010.**

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