



## **JOB DESCRIPTION MASTER NATURALIST ASSISTANT**

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

Master Naturalist Assistants (MNA) serve as important aids 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. MNAs also help staff booths at community events. Volunteering as a Master Naturalist Assistant is a good way to take an active role in the education programs without the time commitment or specialized training required of Master Naturalists. It's also a great way to gain experience in interpretation, natural history, and group management.

### **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.

### **Time Commitment:**

Participants must attend the mandatory ten-hour training and assist with a minimum of two programs in each calendar year and donate a total of at least 25 hours within two years of training. Opportunities to volunteer are many and varied and fit most schedules.

In addition, to remain an active volunteer, MNAs must 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 Department and are provided free of charge.

### **Requirements:**

- Must have internet access and use email.
- Must successfully complete the Master Naturalist Assistant Training Program including attendance at all class sessions.
- Assist with a minimum of two programs each calendar year.
- Donate at least 25 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 Department).
- Must regularly work with Natural Areas Department Volunteer Coordinator and report volunteer hours.

### **Volunteer Job Duties:**

- Coordinate with Master Naturalists and Natural Areas Department staff to prepare for and assist with programs.
- Assist with collecting, managing, and returning program supplies.
- Assist Master Naturalists with program implementation.
- Count and report program attendance.
- Assist with group management, as needed.
- Staff booths at community events, as needed.
- Answer questions and serve as a Natural Areas Department ambassador to the public.

### **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.
- Interact with people with similar interests.
- Assist visitors in understanding and appreciating natural areas.
- Participate in fun volunteer recognition and social events.
- Be an integral part of a large, well-respected and forward-thinking land conservation and stewardship program.
- Be truly valued by Natural Areas Department staff and managers.

### **2018 Training Dates and Times:**

Wednesday, May 30, 9:00 a.m. to 3:00 p.m.

Thursday, May 31, 9:00 a.m. to noon

Monday, June 4, 9:00 a.m. to 1:00 p.m.

You must attend all training sessions.

**Application deadline is May 24, 2018.**



### **To Apply:**

Visit <https://engage.fcgov.com/d/NA/App/MasterNaturalistAssistant>

or contact Sue Kenney, Education and Outreach and Education Coordinator, 970-224-6118 or [skenny@fcgov.com](mailto:skenny@fcgov.com)