

# POSITION ANNOUNCEMENTS

August 24, 2015



- Position #1:** *NaturePlex Weekend Operations Leader*  
**Position #2:** *NaturePlex Weekend Operations Assistant*  
**Position #3:** *NaturePlex Weekday Administrative Support Specialist*

**EMPLOYER:** Alabama Wildlife Federation  
**POSITION TYPE:** Part Time  
**POSITION LOCATION:** Alabama Nature Center – Millbrook, Alabama

**BACKGROUND:** The Alabama Wildlife Federation (AWF) is a 501c3 charity and the state's oldest and largest citizen's conservation organization. AWF's mission is to promote the wise use and responsible stewardship of Alabama's wildlife, forests, fish, waters, and soils. This is accomplished through programs and projects in three primary focus areas: Conservation Education, Resource Stewardship, and Hunting and Angling Heritage. Since 2000, the AWF Board of Directors has raised more than \$10 Million dollars to relocate our state headquarters, develop the Alabama Nature Center, and expand our Conservation Education and Resource Stewardship programs. In October of 2015 we will open the NaturePlex – a 23,000 square foot Welcome and Education Center with a Hands-on Discovery Hall, Theater/Auditorium, Classrooms with lab facilities, and will allow AWF to expand dramatically our programs and impact through the Alabama Nature Center.

**POSITION#1: NaturePlex Weekend Operations Leader** - This position is responsible for facilitating NaturePlex operations, programs, and activities on weekends as noted in the duties section below.

**POSITION#2: NaturePlex Weekend Operations Assistant** will assist the Operations Leader. Both positions will report to the ANC Camps and Community Programs Coordinator.

**DUTIES:** Activities include but are not limited to the following:

1. Greet Nature Center guests, orient them to the property and available activities for the day/weekend and answer questions
2. Set up and distribute information sheets and other promotional materials as needed
3. Assist with program or activity set up & clean up
4. Assist with facility prep/cleanup & program prep/cleanup
5. Process admission fees
6. Assist Nature Center team members with program or activity instruction as appropriate
7. Operate electronic equipment such as computers/projection systems/point of sale software
8. Ensure facility is locked and unlocked during appropriate times
9. Ensure facility maintains a clean and orderly appearance
10. Ensure gift shop items are fully stocked

## **POSITION REQUIREMENTS:**

1. Demonstrated communication skills
2. Willingness and ability to work weekends
3. Willingness and ability to work with a team
4. Commitment to the goals and purposes of the Alabama Wildlife Federation

**LIKELY CANDIDATES:** Likely candidates for the Weekend Leader position includes college students, retirees, and non-retirees looking for additional weekend employment opportunities. Likely candidates for the Weekend Assistant position include those mentioned for the Leader positions as well as high school seniors at least 17 years of age. AWF will entertain candidates who can work as much as every weekend (preferred) or at least one weekend each month on a regular schedule.



**HOURS & COMPENSATION PROVISIONS:**

Hours: Saturdays 8AM – 5PM

Sundays 1PM – 5PM

Starting Pay: \$9.00 per hour for Leader; \$7.50 per hour for Assistant

**POSITION #3: NaturePlex Weekday Administrative Support Assistant** - This position is responsible for assisting with administrative and reception related activities as noted in the duties section below. This position will report to the ANC Administrative Coordinator.

**DUTIES:** Activities include but are not limited to the following:

1. Greet Nature Center guests, orient them to the property and available activities
2. Process Admission Fees
3. Assist with operation, checkout of customers, etc. in retail gift shop
4. Set up and distribute information sheets and other promotional materials as needed
5. Assist with program or activity set up & clean up
6. Assist with facility preparation and clean up
7. Operate electronic equipment such as computers/projection systems/point of sale software
8. Ensure facility is locked and unlocked during appropriate times
9. Ensure facility maintains a clean and orderly appearance

**POSITION REQUIREMENTS:**

1. Demonstrated communication skills
2. Ability to work with a team
3. Commitment to the goals and purposes of the Alabama Wildlife Federation and our Alabama Nature Center facility

**LIKELY CANDIDATES:** Likely candidates for the Weekday Administrative Assistant position includes college students, retirees, and other adults looking for regular part-time afternoon employment opportunities as well as high school seniors at least 17 years of age. AWF will entertain candidates who can work as much as every afternoon Monday-Friday (preferred) or at least two days a week on a repeating schedule.

**HOURS & COMPENSATION PROVISIONS:**

Hours Available: Monday-Friday 1PM - 5PM

Starting Pay: \$8.00 per hour

**SUBMITTALS/INQUIRIES:**

For Weekend Leader and Assistant Positions, send an email and personal information/resume to: Matt Vines, Camps and Community Programs Coordinator: [mvines@alabamawildlife.org](mailto:mvines@alabamawildlife.org)

For Weekday Administrative Support Position, send an email and personal information/resume to: Holly Beverly, Administrative Coordinator: [hollyb@alabamawildlife.org](mailto:hollyb@alabamawildlife.org)