

Churchville Nature Center

A unique place for education, preservation, and conservation, Churchville Nature Center is a facility of the Bucks County Department of Parks and Recreation and is an area rich with diversity. The contrasting environments of meadow, marsh, woodland, pond and lake are all within an easy walk.

The center was founded in 1964 as the first nature center of Bucks County with the intention that it would become a place for people to learn about the natural world and be inspired to take an active role in its protection. Later in 1976, the facilities were expanded to include a modern visitor center, with an auditorium, exhibit area, gift shop, staff offices and a nature library. In 2014, the center was again expanded to include new classrooms, a large community room with a catering kitchen, offices and upgraded restroom facilities.

The Friends of Churchville Nature Center is a 501 (c)(3) non-profit organization, formed for the purpose of assisting the Churchville Nature Center in fulfilling its mission statement. The Friends raise funds through an active membership program, various fundraising events and activities, and program revenue. The monies raised support the operations through the financing of special projects and the funding of staff positions. The center hosts around 100,000 visitors each year for through the various programs offered year round.

Job Description

Title: Public Events Coordinator

Reports to: Assistant Director

Directs: Volunteers and related staff

Interacts With: Other Department Managers (Education department, Lenape Village, Land Manager and

Category: Full-time

This position requires a person with good organizational skills, computer knowledge including Excel, Word, and good communications skills. Must also be able to learn to use and online CRM fundraising/registration software called Donorview

Event Coordinator – This job duties include working with other staff to envision, develop, organize and promote public educational events throughout the year These events include Rock and Mineral Expo, Winter Weather Program, Arthropalooza, Monarch Bon Voyage Party, Maple Sugar Festival, Holiday Craft Fair and more. The individual will be required to be able to work with volunteers, organize activities and work with marketing for all promotional needs to make the event successful.

Educator – This person will also become a part of our educational staff. This person will have an opportunity to teach school groups, scout groups, sleepovers and senior programs when needed. Must have a background in environmental science. Good teaching skills and communication skills are a must.

Summer Camp Coordinator – Direct and organize our summer camps program. Duties would include

- Preparing topics for summer camp sessions
- Schedule camp educators for each age group
- Prepare weekly rosters

- Handle cancellations and any changes to campers' schedules
- Must also on occasion fill in for camp educators for vacations and sickness
- Supervise and train summer counselors
- Be present at sign in and sign out of campers.
- Must be able to communicate with parents and keep them up to date on any behavior issues or injuries
- Promote summer camps programs
- Interview and hire seasonal/per diem staff and interns.
- Manage summer camp registration

Qualifications

- Degree in environmental science or related field or experience working in environmental science
- Being detail-oriented and having organizational skills are critical to this position.
- Experience working in a small office environment and a willingness to "pitch-in" when necessary to support projects/programs.
- Some supervisory experience or leadership skills a plus.
- Working knowledge of Microsoft Office Suite.
- Familiarity of Social Media platforms, including Facebook, Instagram and Twitter.
- Familiarity with Canva a plus
- Ability multitask and handle multiple responsibilities

Hours – 40 hrs. annual \$50,990 which includes a monthly health insurance stipend, 2 weeks' vacation accrued during first year.

Tuesdays – Friday and every other weekend: 9:00am – 5:00pm

Summer hours Monday thru Friday 8:00 am - 4:00 pm (no weekends except when event happens)

To Apply

- Send resume and 3 references to Peg Mongillo Assistant Director at pamongillo@buckscounty.org
- This job is open ASAP

The following clearances must be obtained

Pennsylvania State Police Clearance	https://epatch.state.pa.us/Home.jsp
Pennsylvania Childline Abuse Clearance	https://www.compass.state.pa.us/cwis/public/home
If you have lived in Pennsylvania for the last 10 years, you will submit the CR Affidavit Form (this form must be notarized)	http://www.crsd.org/cms/lib5/PA01000188/Centricity/Domain/11/CRSD%20Volunteer%20Affidavit.pdf
OR If you have not lived in Pennsylvania for the last 10 years, you must complete a FBI fingerprint clearance.	http://www.pa.cogentid.com/index_pde.htm