

**Employment Opportunity
Chik-Wauk Nature Center Program Director**

Do you enjoy sharing your knowledge and experiences of natural science with individuals of all ages?

The Gunflint Trail Historical Society is looking for an energetic individual to join the staff at Chik-Wauk Museum and Nature Center to serve as the Nature Center Program Director.

The Nature Center Program Director is an hourly paid position. Wage is based on a 40-hour work week during the season (Memorial weekend through Labor Day including weekends).

Pay range is \$15.00-\$18.00 per hour depending on education and experience.

Responsibilities

- Utilizing existing Nature Center activities, analyzing the success of each activity
- Developing and implementing new naturalist programs and educational activities for all ages
- Directly interacting with Nature Center visitors, setting up and explaining activities both outdoors and indoors
- Training and oversight of Nature Center volunteers
- Collecting admission fees and providing information to visitors
- Daily cleaning of the Nature Center interior, including floors and surfaces
- Answering general questions about the Gunflint Trail region
- Assisting with special events
- Planning and scheduling public programming
- Working with the campus director to promote and market naturalist activities
- Experienced with a variety of social media
- Performing other duties as assigned

This position requires flexibility, self-direction, creative thinking, and an enjoyment of working with the general public.

A successful candidate

- Is an independent and organized worker
- Possesses knowledge and experience in natural sciences and environmental education
- Has strong interpersonal and communication skills
- Is experienced in cashiering, and training and managing volunteers and staff

Candidates with historical familiarity of the Gunflint Trail and an appreciation and knowledge of Northwoods biology and ecology will be given priority in selection process.

The Gunflint Trail Historical Society is a 501 © 3 non-profit organization. Chik-Wauk Museum and Nature Center is a partnership of the [Gunflint Trail Historical Society](#) and [Superior National Forest, Gunflint Ranger District](#).

Deadline for applications January 15, 2021.

Application form below

Mail application to

GTHS

28 Moose Pond Drive

Grand Marais, MN 55604

For more information: Contact the Gunflint Trail Historical Society at info@gunflintrailhistoricalsociety.org.

OR

Chik-Wauk Museum and Nature Center

28 Moose Pond Drive

Grand Marais, MN 55604

chikwauk@boreal.org

Chik-Wauk Museum & Nature Center is located 54 miles from the nearest town of Grand Marais, MN on the Gunflint Trail



THE GUNFLINT TRAIL
Historical Society



Chik-Wauk Museum and Nature Center Nature Center Program Director Job Application

APPLICANT INFORMATION			
Last Name	First	M.I.	
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT (IF APPROPRIATE, INCLUDE MILITARY SERVICE ASSIGNMENTS OR VOLUNTEER ACTIVITIES)
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PLEASE LIMIT YOUR EMPLOYMENT HISTORY TO THE PREVIOUS FIVE YEARS

Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	Salary/Hourly Wage
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	Salary/Hourly Wage
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	Salary/Hourly Wage
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Please add pages or submit resume if employment listed above does not provide complete 5-year employment history

RELEVANT SKILLS AND INTERESTS

What attracts you to this position?
Summarize skills and/or qualifications that you'd bring to this position:
Desired pay rate for this position:

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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