

Wichita Audubon Society, Inc.

Employee Position Description

Title: Director of the Chaplin Nature Center

Position Description:

The Director will be the program director and preserve manager for the Chaplin Nature Center (CNC). The CNC, located near Arkansas City, KS, is owned and operated by Wichita Audubon Society (WAS) and was founded in 1973. It comprises a visitor center and 230 acres of woodland, meadow, and stream habitat on the banks of the Arkansas River. Our mission is to provide educational and recreational opportunities to people of all ages while preserving these diverse natural resources. The Director will initiate and conduct nature and environmental education programs, provide tours, encourage visitation, and engage in activities to increase public awareness, appreciation, and activities at the center. The Director will manage natural resources at the CNC property. ***Residence at the Chaplin Nature Center is required.***



Job Qualifications:

- A Bachelor's degree with a major in environmental education, natural sciences, land and wildlife management, interpretation, or a related field is preferred. This qualification may be met by any combination of training and experience which provide the equivalent knowledge, skills and ability.
- Experience in teaching environmental education or ecology or similar camp activities is desired.
- Can develop and maintain effective working relationships with volunteers, members of Wichita Audubon Society, and the general public.
- Can communicate effectively with all ages, verbally and in writing.
- Able to enlist, motivate, and schedule volunteers.
- Works independently with minimal to no supervision.
- Makes effective public presentations
- Computer literacy with word processing and spreadsheets.
- Social media knowledge and skills to promote CNC and WAS events on social media.
- Valid driver's license and ability to operate tractor and mower.
- Ability to work outdoors in all seasons.

Duties and Responsibilities:

- Develop and promote educational and public use of the Chaplin Nature Center.
- Conduct adult, family, and youth programs on natural history and conservation topics both on and off site.
- Coordinate with school personnel for programs, hikes and use of the Nature Center.
- Plan and organize special events.
- Manage the Nature Center property as a wildlife preserve including landscaping, prairie burning, noxious weed control, and other land management tasks.
- Oversee management of facilities, including maintenance and construction of trails and exhibits, and maintenance of nature center, buildings and machinery.
- Develop and supervise a volunteer program.
- Maintain a relationship with local nature and conservation organizations and their personnel.
- Maintain records of revenues and expenditures at the CNC.
- Prepare an annual budget for the Nature Center.
- Prepare an annual written report, plus brochures, trail guides, signs, and other written materials as needed.
- Perform additional related duties requested by the CNC Committee.



Expectations:

- The Director is expected to maintain a clean and neat personal appearance and to wear CNC insignia while on duty.
- The Director is expected to attend meetings of the Board of Directors of the Wichita Audubon Society (8 per year), meetings of the Chaplin Nature Center Committee (monthly, or as deemed necessary by the chair), and program meetings of the Wichita Audubon Society (8 per year).
- A commitment of time in excess of 40 hours a week during periods of peak activity, with reasonable compensation time off during the rest of the year.
- The residence must be maintained in a clean and sanitary manner.
- No free roaming dogs or domestic cats are allowed at the Nature Center.
- No structural, heating, plumbing, or wiring modifications shall be made to the residence or other buildings without prior approval by the Nature Center Committee.
- The Chaplin Nature Center Director reports to the chair of the Nature Center Committee. Specific guidance, when required or desired by the governing board of the Wichita Audubon Society or the Nature Center Committee, will be provided by the chair of the Nature Center Committee.

Employee Compensation:

The annual salary for the Director is \$35,000 - \$42,000 commensurate with experience, to be paid in monthly payments.

Additional benefits include:

- The onsite residence for the director was completed in 2022 (3 bedroom, 2 bath, 2400 sq. ft.). This housing is provided at no cost, but has an estimated annual value of \$20,000. Since living onsite is required by WAS, this value does not need to be reported to the IRS as additional compensation.
- Property insurance is paid by WAS. Water and trash are paid by WAS.
- \$400 stipend per month to be used for retirement fund (tax deferred annuity) or for medical insurance (employee choice)
- An annual allowance of up to \$150 will be paid to compensate for the cost of uniforms.
- Mileage expenses will be reimbursed at the current IRS allowable rate.
- Two weeks of paid vacation per year may be taken with approval of the CNC committee chair, beginning after one year of employment.
- Eight paid holidays are granted per year: New Year’s Day, MLK Day, Easter, Memorial Day, July 4, Labor Day, Thanksgiving and Christmas.
- Travel and registration fees for conferences and professional meetings will be paid in accordance with the annual budget.



To Apply: Send a cover letter and resume (including 3 references) to:

Wichita Audubon Society
PO Box 47607
Wichita, KS 67201

OR submit by email to:
officers@wichitaudubon.org

Application materials should be received by 30 April 2023 to ensure consideration for this position.