

Wichita Audubon Society, Inc.



Employee Position Description

Title: Director of the Chaplin Nature Center

The Director will be the program director and preserve manager for the Chaplin Nature Center (CNC). Chaplin Nature Center, 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, prairie, 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.

Residence at the Chaplin Nature Center is required.

The Director will manage natural resources at the CNC property. The Director will initiate and conduct nature and environmental education programs and presentations, both on and off-site, provide tours, encourage visitation, and engage in activities to increase public awareness, appreciation, and activities at the Center. The Director will be the face of the Wichita Audubon Society to the local community.



Job Qualifications and Duties:

- 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.
- The Director needs to develop and maintain effective working relationships with volunteers, members of Wichita Audubon Society, and the general public. This includes enlisting, motivating, and scheduling volunteers.
- Be able to communicate effectively with all ages, verbally and in writing.
- Work independently with minimal to no supervision.
- Computer literacy and social media knowledge and skills required for keeping records of revenues and expenditures, preparing an annual budget and financial reports, promoting CNC and WAS events, and preparing other printed materials as needed.
- Valid driver's license required, in addition to ability to operate tractor, mower, and chain saw, and ability to lift at least 40 pounds.
- Be able to work outdoors in all seasons.

Specific Responsibilities:

- The Director will coordinate with school personnel for programs, hikes and use of the Nature Center.
- Managing the CNC property as a wildlife preserve, includes landscaping, prairie burning, noxious weed control, and other land management tasks. These tasks may be delegated in some cases because of the need for special expertise or in order to maintain a balance between programming and maintenance.
- For purposes of support and expertise, the Director needs to maintain a relationship with local nature and conservation organizations and their personnel.
- In addition to the property, the Director will oversee management of facilities, including maintenance and construction of trails and exhibits, and maintenance of the nature center, outbuildings and machinery.
- Prepare monthly and annual written reports, plus brochures, trail guides, signs and other written material as needed.
- Perform additional related duties requested by the Chaplin Nature Center Committee. The Director reports to the chair of the CNC committee. Specific guidance, when required or desired by the governing board of the Wichita Audubon Society or the CNC Committee, will be provided by the chair of the CNC Committee.



Further 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 may be required, 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.

Employee Compensation:

Starting annual salary for the Director is \$45,000, to be paid in monthly payments.

\$400 stipend per month to be used for retirement fund (tax deferred annuity) or for medical insurance (employee choice).

Additional benefits include:

- The onsite residence for the director was completed in 2022 (3 bedroom, 2 bath, 2400 sq. ft.). It comes with all appliances including washer and dryer. This housing is provided at no cost, and has an estimated annual value of \$20,000. Since living onsite is required by WAS, this value is not subject to income tax..
- Property insurance is paid by WAS. Water and trash are paid by WAS. Free WIFI is also provided to the residence.
- An annual allowance of up to \$300 will be paid to compensate for the cost of uniforms.
- Mileage expenses will be reimbursed at the current IRS allowable rate.
- Paid time off is accrued at one day per month, and may be taken with approval of the CNC committee chair.
- 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

Submission deadline is March 31, 2025.