

LEINWC Manager

Program and Job Description:

Located on South Bass Island, The Lake Erie Islands Nature & Wildlife Center provides environmental education for youth and adults, including residents and tourists, through Center programs, educational outreach activities, printed and digital content and site improvements. The Manager performs and oversees the daily operations and maintenance of the Center and grounds and assists the Director with Center programs and activities as necessary.

Reports to:

LEINWC Director
Board of Directors

Qualifications:

1. Experience in the field of biology or environmental studies preferred
2. Ability to interact positively with staff, volunteers, students, educators, visitors and community members
3. Proficiency in Microsoft Office, Canva, Adobe Suite, Wordpress, and social media, office equipment
4. Capability to work long hours, occasionally physically strenuous, while interacting with a diversity of people of different ages and backgrounds, in various settings
5. Experience in managing paid staff and volunteers
6. Positive attitude, love of nature, diligence, sense of humor and willingness to learn

Responsibilities:

1. Oversee the daily operations and maintenance of the Center.
 - a. Perform daily operations, including opening and closing chores.
 - i) Run the front desk, greet visitors, take admissions, give tours and/or offer visitors activities to help them enjoy their visit, especially if there are children in the group (scavenger hunts, etc.).
 - ii) Clean, dust, sweep, etc. the Center daily or as needed.
 - iii) Know the required information about the species and ecology represented at the center.
 - iv) Educate visitors on the island nature and wildlife, including conservation efforts
 - v) Explain our various fundraising events and campaigns to interested people
 - vi) Point out activities or displays that might appeal to the visitor.
 - vii) Sell merchandise and process payments.
 - viii) Perform animal care and train employees & volunteers to assist.
 - b. Monitor, reconcile and report daily financial transactions.
 - c. Maintain and replenish supplies of informational materials, items for sale, and cleaning & office supplies.
 - d. Coordinate ordering of and inventory of Center supplies and items for resale.
 - e. Assist the Director in scheduling staff and volunteers.
 - f. Oversee and assist with training seasonal employees, volunteers and interns as necessary.
 - g. Solicit volunteers.
2. Oversee the Building and Grounds:
 - a. Prior to opening and after closing Center, check outside displays and signage, pick up trash, check trails, etc.
 - b. Monitor building systems and equipment for maintenance or repairs.
 - c. Monitor and evaluate displays and exhibits for upgrades, relevance, accuracy, etc.; recommend changes or additions.
3. Facilitate Center programs and activities.
 - a. Assist with correspondence – thank you letters, meeting notifications, registrations, etc.
 - b. Update social media event notifications as specified by Director.
 - c. Assist with fundraising and educational events as needed including set-up, observation and clean up.
 - d. Other duties as approved by Board and assigned by Director