

**Job Title:** Weekend Naturalist and Visitor Services Representative

**Location:** Audubon Nature Center and Aquarium, Bristol, RI

**Job Type:** Non-exempt, part time, no benefits

**Reports To:** Director, Nature Center and Aquarium

**Salary:** \$17.00 per hour

**Summary of Position:**

As a Visitor Services and Naturalist Representative at the Audubon Society of Rhode Island Nature Center and Aquarium, you will be the first point of contact for visitors, playing a pivotal role in delivering an exceptional guest experience. You will play an essential role in ensuring a welcoming, educational, and safe environment. As an ambassador for the Audubon Society, you will uphold our mission and values while supporting a culture of philanthropy.

**Key Responsibilities:**

**Guest Interaction & Customer Service:**

- Greet and assist visitors with a friendly, welcoming demeanor, creating a positive first impression.
- Provide clear and accurate information about exhibits, animals, trails, programs, events, and facilities.
- Process admissions, gift shop sales, and memberships with accuracy.
- Handle cash and credit card transactions while ensuring accuracy and accountability.
- Respond to visitor inquiries via phone, email, and in person, providing excellent service.
- Promote and sell memberships, educational programs, camps, events, and retail items.
- Address and resolve guest concerns and feedback in a professional and timely manner.

**Education and Engagement**

- Assist with birthday parties, rentals, and educational programs as needed.
- Teach nature-themed birthday party programs and public educational programs for children and adults.

- Work with animals used in educational programs, including raptors, reptiles, amphibians, and arthropods, as necessary.
- Prepare animal diets and feed animals when needed.
- Lead guided tours, nature walks, and offer interpretation of indoor exhibits.
- Maintain and organize educational props, specimens, and resources.
- Stay informed on current environmental and natural history issues.
- Ensure that program props, specimens, and educational materials are in good condition.
- Perform other duties as assigned.

#### **Exhibit & Facility Support:**

- Help maintain cleanliness and organization in visitor areas and exhibits to enhance the guest experience.
- Provide relevant information to guests regarding exhibits and educational programs.

#### **Qualifications:**

- Bachelor's degree (or working towards one) in a natural science or education field.
- Experience teaching both children and adults in educational settings.
- Experience working with animals is a plus.
- Comfortable and willing to work outdoors in varying weather conditions.
- Strong communication and interpersonal skills.
- Ability to work independently as well as part of a team.
- Reliable transportation and a valid driver's license required

#### **Work Environment:**

- Work will take place in an indoor/outdoor environment, including exposure to aquarium exhibits, nature trails, and animal habitats.
- Occasional outdoor work in varying weather conditions.
- This is a **part-time, weekend position**. Applicants must be available to work at least one full day (9am-5pm, includes a 1 hour unpaid meal break) per week on **Saturday and/or Sunday**, with additional opportunities to work during holidays and vacation weeks.
- Candidates should have reliable transportation and valid driver's license.
- This position is funding contingent and limited duration (potentially renewable based on programmatic need, funding, and performance)

#### **How to Apply:**

Audubon is committed to representing Rhode Island's diversity in our staff, volunteers, boards, and membership, and fostering an inclusive workplace culture where all can thrive. We encourage applicants from diverse backgrounds to apply, even if they don't meet all of the qualifications listed. The ideal candidate will bring unique perspectives and experiences to the role.

Please submit a single PDF attachment including:

1. A cover letter explaining your interest in the position and your commitment to protecting nature.
2. A resume. Send applications to [careers@asri.org](mailto:careers@asri.org) with the subject line "Weekend Naturalist and Visitor Services Representative."