

## **Lynchburg Parks & Recreation Miller Park Naturalist Assistant**

### Description of Position

The Naturalist Assistant is responsible for assisting with the care of center animals, including rabbits, snakes, insects, and spiders. The student will also assist the Chief Naturalist with center activities and programming as well as developing marketing and teaching materials. Hours of Operation are typically between 8:30am-5:00pm, Monday-Saturday.

The student will report to the Liberty University Federal Work Study Coordinator and the Nature Center Chief Naturalist. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office  
Student Service Center in Green Hall  
1971 University Blvd  
Lynchburg, VA 24515

Miller Center  
301 Grove St  
Lynchburg, VA 24501

### Job Responsibilities

- Provides excellent customer service; staffs nature center front desk, immediately greeting visitors and introduces them to the center
- Must be comfortable around a variety of animals including rabbits, snakes, insects, and spiders; provides information about general nature, wildlife, and outdoor recreation topics, in addition to the exhibits and live animals in the center
- Under supervision and with training, provides basic care to the nature center animals, including safe handling, feeding, and cleaning living environments; identifies potentially sick or injured animals and immediately reports animal welfare concerns to full time staff
- Assists full time staff in conducting presentations and activities for the public
- Operates a computer and standard office equipment; assists naturalists with developing program and marketing materials
- Maintains center facilities and cleans desks, floors, windows, doors, and other areas as needed
- Completes projects assigned by supervisor and assists staff with other duties as needed

### Job Qualifications

#### Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

#### Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email [workstudy@liberty.edu](mailto:workstudy@liberty.edu). To apply, click here: [https://careers.liberty.edu/?job\\_posting=R0001083](https://careers.liberty.edu/?job_posting=R0001083).