



Assistant Director

Scarborough, ME

Maine Audubon is hiring a Seasonal Assistant Director to join our dynamic team at the Scarborough Marsh Audubon Center. Maine Audubon's mission is to conserve Maine's wildlife and wildlife habitat by engaging people in education, conservation, and action.

Since 1972, Maine Audubon has partnered with the State of Maine to operate the Scarborough Marsh Audubon Center. The 3,100-acre estuary known as Scarborough Marsh is the largest salt marsh in the state, comprising tidal marsh, salt creeks, freshwater marsh, and uplands. The marsh is particularly important for wildlife as a resting, breeding, and feeding ground. Each year thousands of visitors to the center begin their marsh exploration (by foot, canoe, or kayak), learn more about the marsh, and discover Maine Audubon and its mission. The center also offers a variety of naturalist-guided and self-guided tours, as well as exhibits, programs, a nature trail, canoe/kayak rentals, and a Maine Audubon Nature Store.

Position Overview

We are seeking an Assistant Director at our Scarborough Marsh Audubon Center, who reports to the Scarborough Marsh Director. In the spring, this position entails leading school groups in nature explorations on salt marsh ecology, scheduling and overseeing volunteers, and preparing for summer programs. Once school is over, the responsibilities of this position shift and focus on the delivery of public programs about salt marsh ecology through nature walks, canoe tours, and other programs. In partnership with the Director, this position will share responsibilities for greeting the public and maintaining the Center itself.

Essential Duties and Responsibilities

- Provide a welcoming environment for all Maine Audubon visitors
- Lead educational programming on a variety of marsh-related natural history topics, both on foot and via canoe, for children and members of the public
- Serve as a knowledgeable, friendly, and retail-savvy staff member
- Operate a point of sale (POS) system including making sales and processing payments

- Manage other staff and volunteers of all ages
- Assist customers with all aspects of boat rentals from registration to launch
- Other duties as assigned

Qualifications

- Sincere interest in saltwater marsh ecology, public education, and the Maine Audubon mission
- Knowledge of basic natural history and ecological concepts
- Experience working with children
- Able to use a computer-based point of sale (POS) system
- Able to handle cash and receipts accurately
- Friendly, high energy, and good sense of humor
- Able to take direction but also work independently
- Comfortable communicating with a wide variety of individuals and groups, including adult and teen volunteers
- Willingness to work outdoors in challenging environmental conditions
- Comfortable operating canoes, including lifting and paddling against wind and current
- Attentive to details yet also able to multi-task
- CPR and First Aid certification a plus
- Multi-lingual applicants a plus
- Must be able to pass a background check

Physical Requirements/ Working Conditions

- Able to stand for extended periods of time
- Able to lift 75-pound canoe with another person, carry that canoe 30 feet, and put the canoe up on a rack
- Able to operate canoes or learn how to, including how to canoe against wind and current

Timing, Compensation, and Benefits

- 36-40 hours per week from mid-May to mid-September, including some evening hours, at least one weekend day, and holidays
- Salary range: \$17-19/hour, depending on experience
- Staff are able to use the canoes, and attend field trips

To apply: Please send resume **and cover letter** to careers@maineaudubon.org, with “Assistant Director” in the subject line. We will review applications immediately and will accept applications until the position is filled. We encourage you to apply even if you don’t meet 100% of the requirements but believe that you would be a good fit for this position.

Maine Audubon is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, veteran status, or any other aspect of identity protected by applicable federal, state, or local law.