



We're Hiring:

# Museum & Nature Center Specialist

The Downers Grove Park District is searching for: Museum & Nature Center Specialist



## OUR MISSION

Enriching our community through natural areas preservation and exceptional recreational programs, parks and facilities that inspire memorable experiences.



## OUR VISION

To be the community resource encouraging PLAY for L.I.F.E.

Leadership. Imagination. Fulfillment. Enjoyment



## OUR CULTURE

We believe in a culture where our team members are respected, valued and appreciated. Flexibility in one's life is understood and work-life balance is respected. Innovative thinking is expected and encouraged lacking fear of failure. It is understood that through hard work the organization is committed to assisting in career development. We believe success relates directly to intention, effort and progress.



## OUR CORE VALUES

- **PROFESSIONALISM**  
Committed to fostering a supportive culture that develops, empowers, respects and appreciates residents, volunteers, and staff.
- **INTEGRITY**  
Serving consistently, openly, and honestly.
- **SAFETY**  
Emphasizing a fun environment where residents and staff feel socially, emotionally, and physically secure.
- **AMBITION**  
Leaders in exploring and creating innovative opportunities based on evolving needs and trends.
- **RESPONSIBILITY**  
Preserving and maximizing community resources and partnerships through historical, environmental and fiscal stewardship.

Learn more about Downers Grove Park District at [www.dgparks.org](http://www.dgparks.org) ►

# Museum & Nature Center Specialist



## Why, you ask?

The Downers Grove Park District is seeking a full-time Museum & Nature Center Specialist to coordinate, develop and implement educational programs at the Downers Grove Museum and Lyman Woods. This position is part of a fun, enthusiastic and passionate team of museum and nature center professionals. This position will be part of a team responsible for the planning, development and implementation of nature, outdoor recreation and history programming for all audiences.



## The Ideal Candidate

Candidates should demonstrate a genuine passion for nature, history and informal education, and a natural enthusiasm for working with people. This team member should possess a positive and enthusiastic attitude, be reliable and dependable, have exceptional communication skills, have a team mentality, provide excellent customer service, be flexible and adapt easily, have a sense of humor, be creative and open-minded, show passion for what we do, and be trustworthy.



## Work Environment/Physical Demands/Expected Hours of Work

This team member will operate in a dynamic and energetic environment, where innovative thinking towards achieving common success is appreciated and expected. Work will take place both indoors and outdoors at the Downers Grove Museum and Lyman Woods. The Museum & Nature Center Specialist will work with a team of museum and nature center staff and volunteers and have a variety of responsibilities including: developing, preparing, coordinating and implementing programs, providing front line guest service at the Museum and Lyman Woods, booking groups and taking registrations, assisting with Museum facility operations, marketing and budgeting, assisting with exhibit development and special events, and supervising volunteers.



## Preferred Education and Experience

A four-year degree in History, Anthropology, Museum Studies, Education, Biology, Ecology, Environmental Education, Recreation or a closely related field required. Two years of education and programming experience preferred. Demonstrated teamwork, problem solving, planning and project management skills required. Excellent communication, public speaking and writing skills required. This position requires some work outside of normal business hours, including evenings and weekends. Must have a valid Illinois Driver's license.



## Are we the right fit for you....?

Do our Mission, Vision, Values, and Culture fit your life style? Do you meet the competencies for this job and want to work with others who have the same values? If so, then we are where you belong. Come join us and let's enrich the community of Downers Grove together.

Check out our [website](#) and [Instagram](#) for more about who we are and what we do at the Downers Grove Museum.



## How to Apply:

Applications are only accepted through our online jobs portal - create a profile and submit your application at [www.dgparks.org/jobs](http://www.dgparks.org/jobs)

[View the full legal job description here](#) ►