



## Notice of Open Position

**Title:** Visitor Education Assistant (Seasonal)  
**Location:** Duke Farms, Hillsborough, NJ  
**Reports to:** Manager, Education and Interpretation  
**Status:** Seasonal (March – December 800 hrs.) Part Time – Non-Exempt

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As one of the largest privately-owned open spaces in the State of New Jersey, rich in agriculture, horticulture and ecological resources, Duke Farms' mission is to be a model of environmental stewardship and to inspire its visitors to become informed stewards of the land.

### JOB SUMMARY

The Visitor Education Assistant is a seasonal member of the Duke Farms Programs team that works to engage the public with hands-on stewardship and educational activities, primarily through guiding experiences, educating visitors on stewardship principles and natural resources, and taking the initiative to meet and exceed visitor needs within the guidelines established by Duke Farms. The Visitor Education Assistant will also have the opportunity to assist in the development of spontaneous education opportunities, the Firefly Festival, and Monarch & Meadow Fest.

### ESSENTIAL JOB FUNCTIONS

- Assist in the accomplishment of educational goals and objectives;
- Educate visitors on property regulations, stewardship principles and conservation initiatives at Duke Farms;
- Provide accurate information, support materials and useful recommendations regarding the programs, property, facilities and mission of Duke Farms;
- Facilitate orientations for groups that visit Duke Farms;
- Work in partnership with the Student Conservation Association interns on seasonal projects and initiatives;
- Collaborate with Duke Farms' staff to enhance visitor experiences;
- Assist with the development and coordination of "spontaneous education opportunities" including, but not limited to, discovery carts, education gallery exhibits and outdoor displays in the core property,
- Provide visitor services at the front desk, such as opening and closing the Orientation Center, answering and directing incoming phone calls, assisting guests with directions and navigation throughout Duke Farms, and maintaining organization and cleanliness of public areas;
- Perform other related work as required.

## **QUALIFICATIONS**

- 1-2 years of experience in education program development.
- Knowledge and interest in environmental stewardship, natural resource conservation, horticulture, or ecology;
- Familiarity with Duke Farms and Duke Farms' audience;
- Strong attention to detail, high organizational abilities and communication skills;
- Strong computer and Internet skills with a high level of experience in Microsoft Word, Excel, and Outlook; highly proficient in e-mail;
- Organization skills and ability to manage multiple projects simultaneously.
- Ability to work a flexible schedule that includes weekends and occasional evening, weekday and holiday hours;
- Self-motivation with team player mentality; ability to work cooperatively and positively with others;
- Good judgement to solve problems and make decisions independently;
- Ability to produce materials geared towards small audiences during visitation and large audiences in a festival setting.

## **HOW TO APPLY**

Send resume with cover letter to [hr@ddcf.org](mailto:hr@ddcf.org). Include your last name followed by "Visitor Education Assistant" in the subject line. Applications will be accepted until positions are filled.

*No phone calls or in-person applications, please.*

The Doris Duke Charitable Foundation is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.