Nature Discovery Center
Part-time Park Steward Assistant

OUR WORK
Mission and Overview: The mission of the Nature Discovery Center is to ignite lifelong curiosity, understanding, and respect for nature through education. We believe a personal connection to nature is an essential part of life. An interactive hands-on approach to learning is designed to nurture the inquiring mind, awaken a natural curiosity and sense of wonder, and spark an interest in the study of nature and science.

The Center is a four-acre nature park devoted to deep learning, native plants and animals, and the ethic of preservation in a unique environment. Located inside the 610 Loop, the Center is home to the 1925 craftsman-style Henshaw House, which serves as the nature center building. Over 70,000 visitors enjoy the Nature Discovery Center by visiting the hands-on discovery rooms, participating in camps and family events, birding, attending adult lectures and most importantly, exposing many children for the first time to the joys of nature.

History: Established in 1979 by the non-profit Friends of Bellaire Parks, now Nature Discovery Center, the organization raised funds to purchase a four-acre estate, which became Russ Pitman Park. Subsequently, the organization renovated the historic 1925 Henshaw House in the Park and gave both to the City of Bellaire, TX. The Center has been functioning as a 501c3 since 1988, operating out of the Henshaw House, which contains both administrative offices and discovery rooms.

Leadership: Executive Director, DeAndra Ramsey, joined the organization in 2021. She attended Texas A&M University where she obtained her B.S in Biomedical Science. DeAndra has worked in the conservation community for over 15 years. She began her career at the Houston Zoo in 2010, where she was involved in many conservation initiatives ranging from pollinator conservation to habitat restoration. She was awarded the title of Conservation Champion due to her work with the Texas Bat Monitoring project she has led at the Houston Zoo along with facilitating the partnership between the Houston Zoo and Bat Conservation International. DeAndra also works with Buffalo Bayou Partnership to further conservation education efforts in relation to our amazing urban wildlife we have right here in Houston.

The Center has a Board of Directors with twelve members, an Advisory Council, a volunteer force, and a staff of five: Executive Director, Development Director, Office Manager, Media & Marketing Coordinator, and Head Naturalist. The average annual operating budget is $500,000.
JOB SUMMARY
The part-time park steward assistant reports to the Executive Director and works closely with the park steward. The part-time park steward is responsible for helping to maintain our four acre park including the plants, trails, fences, and ensuring the safety of our staff, volunteers, and guests while on our grounds.

Job Overview:
- Hourly or Salaried: Hourly Position
- Salary range: $17 per hour
- Time: 20 hours per week
- Location: 100% time in-person at 7112 Newcastle, Bellaire, TX, 77401

Primary Responsibilities:
- This position requires working outside.
- Study shoes or boots and work gloves are highly recommended.
- Tasks will include but not be limited to
  - Watering
  - Weeding,
  - Trail maintenance
  - Park cleanup.
- May include working with volunteer groups.
- Some nursery work may be included as part of maintaining demonstration gardens.

Education, Experience, and Skills:
Knowledge of the following is extremely helpful but not mandatory:

- Texas Native plants: how to identify them, their requirements and care
- Invasive plants that are not native to Texas: how to identify them and know how to remove
- Pollinators and other insect identification
- Tools and tool care

Please send resume and cover letter to:
Executive Director, DeAndra Ramsey dramsey@naturediscoverycenter.org
Nature Discovery Center, 7112 Newcastle, Bellaire, Texas 77401 www.naturediscoverycenter.org