



Seasonal Visitor Services Position

The Hawk Ridge Nature Reserve in Duluth, MN is well known for the fall bird migration. It's one of the best places in North America to observe large numbers of birds of great diversity migrating each fall. The Hawk Ridge Bird Observatory (HRBO) is the non-profit organization that manages and conducts bird research and education at the nature reserve. The mission of HRBO is to protect birds of prey and other migratory birds in the western Lake Superior region through research, education, and stewardship.

Hawk Ridge Bird Observatory (HRBO) in Duluth, Minnesota is seeking a Visitor Services team member during that annual fall bird migration at Hawk Ridge Nature Reserve. This is a **seasonal part-time position between September 1 - October 31, 2018**. The HRBO staff team serves as key representatives in helping share the excitement of the fall migration to visitors of all ages.

Primary duties include greeting visitors, answering general questions, informing visitors about memberships and donations, handling sales of merchandise/memberships/program fees, assisting with restocking/organizing merchandise and visitor information on display, collecting visitor information, helping with daily set-up/take-down, and other visitor service tasks as needed.

Requirements include a minimum of one season of previous experience working with general public and tolerance of working outdoors (heat, cold, wind). Applicants must be at least 18 years old, have a valid driver's license, and personal vehicle for transportation. Seasonal, part-time employment up to 20 hours/week, \$9/hour.

Preference will be given to individuals with visitor services experience and/or knowledge of Hawk Ridge and birds.

To apply, please submit (**email preferred**) a cover letter, resume, three references who can verify your job-related experience, and affirmative action form (see below on p. 2) to: Janelle Long, Executive Director, (jlong@hawkridge.org). By mail: HRBO, P.O. Box 3006, Duluth, MN 55803. **Applications will be accepted until filled.** Visit our website at www.hawkridge.org or call (218)428-6209 with questions.



Hawk Ridge Observatory is a nonprofit organization that values diversity. Applicants for positions with Hawk Ridge are invited to participate in the affirmative action program by sharing their gender and race/ethnicity. In extending this invitation, we advise you that: (a) applicants are under no obligation to respond; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in the affirmative action program. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Name:

Position applying for:

Race or Ethnicity Identity* (select one, see below for definitions)

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Native Hawaiian or Pacific Islander (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- American Indian or Alaskan Native (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)

Gender

- Male Female I do not wish to self-identify

How did you hear of our opening?

- Referral Hawk Ridge website/news Social Media
- Job Site – please specify which one:
- Other – please explain:

Signature: _____

Date: _____

***EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES**

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (*not Hispanic or Latino*) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (*not Hispanic or Latino*) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (*not Hispanic or Latino*) - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (*not Hispanic or Latino*) - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

American Indian or Alaska Native (*not Hispanic or Latino*) - A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

Two or more races (*not Hispanic or Latino*) - All persons who identify with more than one of the above races.