SEQUOIA NATURAL HISTORY ASSOCIATION
POSITION DESCRIPTION

TITLE:
Cave Naturalist

GENERAL DESCRIPTION:
Perform Crystal Cave tours, sell retail merchandise and programs, provide park information to visitors, and perform light janitorial and maintenance duties.

SUPERVISION RECEIVED:
Supervised by the Cave Manager. Receives direction from Assistant Cave Manager and Lead Cave Guide.

SUPERVISION EXERCISED:
None.

REQUIREMENTS (EDUCATION/SKILLS/KNOWLEDGE/PHYSICAL DEMANDS):
♦ Basic knowledge and understanding of the National Park Service and SNHA missions, policies and procedures and features and facilities in the parks.
♦ Basic knowledge of natural history as it relates to Sequoia and Kings Canyon National Parks.
♦ A basic knowledge of caves. Previous experience conducting tours is desirable.
♦ Excellent communication and speaking skills. Experience speaking to large groups.
♦ Ability and willingness to promote SNHA mission, programs, membership, merchandise, services and fundraising efforts.
♦ Prior teaching experience is preferred.
♦ Experience operating or ability to operate electronic cash register.
♦ Ability to quickly learn new skills.
♦ Prior sales experience preferred.
♦ Ability to count money and make change accurately.
♦ Ability to get along well with others and to work as part of a team.
♦ Willingness to work weekends and holidays as needed.
♦ Willingness to take on additional duties as needed or required.
♦ Basic math skills.
♦ Ability to stand on feet up to eight hours per day and ability to walk several miles per day on trails.
♦ Ability to lift and carry boxes weighing up to 40 pounds. Ability to load, move and unload a fully loaded hand truck 250 yards. Applicants may be required to pass a pre-employment test demonstrating their ability to meet these requirements.
♦ Valid drivers license with clean driving record.
♦ First aid training is desirable.
♦ Willingness to wear and maintain uniform.
♦ Willingness to perform additional duties as needed.

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(cave naturalist)

**TOOLS/EQUIPMENT UTILIZED:**
Electronic cash register SNHA/NPS vehicle, hand truck, ten key calculator, two way radio, NPS phone system, propane generator, flashlight and lantern. Caving equipment. Janitorial supplies and hand tools.

**GUIDELINES FOLLOWED:**

**WORK ENVIRONMENT:**
Cave, trails and other outdoor settings.
Crystal Cave has a high presence of the natural occurring gas, radon. Cave staff will be advised on the dangers of radon and precautionary measures required of staff to minimize exposure.

**PRIMARY DUTIES:**
♦ Provide tours of Crystal Cave.
♦ Assist with special tours including school groups and Discovery tour.
♦ Inform visitors about SNHA mission. Aggressively sell books, merchandise, programs, services and membership.
♦ Clean and maintain restrooms, trails and parking lot.
♦ Assist with other basic janitorial and maintenance needs and projects.
♦ With proper training, maintenance duties may include replacing lighting system electrical parts.
♦ Assist with other SNHA programs as needed.
♦ May perform wild cave tours if properly trained and qualified.
♦ Assist with physical inventories as needed.
♦ Work in a safe manner in compliance with the Association's Safety Program. Wear back belt as required.
♦ Provide park and SNHA information to visitors at information desk and answer phones.
♦ Transport boxes to cave as needed.
♦ Continually expand personal knowledge of national parks, natural history and caves.
♦ Assist SNHA office with administrative duties when requested.
♦ Drive NPS or SNHA vehicle including transport of passengers.
♦ Other duties which may be necessary or assigned.