

Darke County Park District

Board of Park Commissioners

Department	Programming		
Position Title	Naturalist Educator		
Position Type:	Seasonal Part-Time	Non-supervisory	
Positions Supervised:	Volunteers		
Reports To:	Education Coordinator	Classification Status / FLSA	Un-classified / Non-exempt
Salary Range:	\$13.50-18.00/hr		
Position Description			

SUMMARY

Develops and leads a variety of natural, cultural, and outdoor recreation activities for summer camps. This position requires weekend hours on occasion pursuant to department needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must perform essential duties to expected performance standards. Reasonable accommodations are made as required for persons with disabilities as defined under the Americans with Disabilities Act.

- Prepares and presents programming/events for assigned subject area which includes direct instruction and public engagement in classroom and field settings. Supports programming/events outside of assigned subject area which includes direct instruction and public engagement in classroom and field settings.
- Assume leadership role in summer day camps, developing and executing a wide variety of themed camps. Occasional overnight-camping will be required.
- Assist in the operations of the Nature Education Center and/or Bish Discovery Center, ensuring it is staffed and ready for public interaction.
- Assist in the care and housing of the animal ambassadors, including the raptor education center.
- Offer support in the marketing and promotional efforts for programming, special events and facilities including signage, web updates, event program content review for advertising, media appearances, populate social media posts, create e-mail newsletters, and facilitate distribution of print materials as directed.
- Have personal experience in outdoor adventure activities.
- Advocates for assigned subject area in the community. Builds partnerships and participates in community level efforts to build community awareness, support, action, and participation.

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- Works assigned schedule, exhibits regular and punctual attendance and works outside of normal schedule as required.

ADDITIONAL RESPONSIBILITIES

Provides service to the public, responding to questions, helping, and providing information.

Collaborates within and across departmental boundaries to provide information and service to others in the organization to contribute to the effective operation of the agency and all staff.

Occasionally supervises volunteers. Carries out supervisory responsibilities in accordance with the Darke Co Parks' policies and applicable laws, and delegated authority.

Performs other duties as assigned.

EQUIPMENT OPERATED

Computer; printer; calculator; copier; fax machine; telephone; postage machine and other standard office equipment. Vehicles, trailers, hand tools, trail building tools and equipment, GPS, recreation equipment, and other tools and equipment used during and in preparation for recreation activities.

CONFIDENTIAL INFORMATION

Properly handles and files all participants' medical and other confidential or sensitive information in accordance with the park district employee manual and as directed by supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A combination of appropriate education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. *An example of an acceptable qualification is:*

- Associate degree preferred. Minimum High School Diploma (or equivalent) plus relevant volunteer experience in outdoor recreation, nature and/or cultural history education
- Willingness and ability to work evenings, weekends and holidays, as required.
- Relative experience in outdoor adventure activities such as flatwater kayaking/canoeing/stand up paddleboarding, road and /or mountain biking, backpacking, rock climbing, fly fishing. Outdoor coping skills including wilderness medicine, map and compass navigation, and trip planning.

CERTIFICATES, LICENSES, REGISTRATIONS

- Required: Ohio Drivers' License which meets Darke County Park Districts' insurance carrier guidelines
 - Strongly Encouraged: Red Cross First Aid, CPR and AED or equivalent

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JOB COMPETENCIES

Employees who are successful in performing this job typically exhibit the following competencies.

Language Skills: Ability to read, analyze, and interpret job related professional journals. Ability to write reports and program plans. Ability to effectively present information and respond to questions from groups of visitors, general public and others. Good oral and written communication skills.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Knowledge, Skills and Abilities:

Knowledge and skills in natural, cultural and outdoor recreation programming activities.

Experience in one or some of the following: cycling, mountain biking, paddling, backpacking, camping, fishing, and other outdoor recreational activities.

Skill in basic construction practices.

Ability to work effectively with adults and children of all ages, from culturally and economically diverse backgrounds.

Good organizational skills.

Operation of computer.

Skilled in application of job software including; Microsoft Office, google docs, time management, and performance management.

PHYSICAL DEMANDS

The following physical demands are representative of those that are typically performed by an employee while performing the essential functions of this job. These physical demands are not considered to be job qualification requirements but rather help identify where and how a reasonable accommodation may be made when an otherwise qualified person is unable to perform the job's essential duties due to a disability covered by the ADA.

The employee frequently sits; uses hands to handle and feel; talks and hears. The employee often stands, walks, hikes, bikes, kayaks, and performs other physically demanding activities. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee frequently lifts and/or moves items of negligible weight and occasionally lifts and/or moves items up to 40 pounds without assistance.

WORK ENVIRONMENT

The work environment is that of a typical office setting but also includes periods of outside work in a variety of weather conditions. The employee is occasionally exposed to adverse environmental conditions.

RELATIONSHIPS AND CONTACTS

Regular contact with the program participants, event participants, the general public, committee members, volunteers, contract instructors, and other job contacts.

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SEASONAL POSITION

This is a Seasonal Position and will only be available for 20 weeks or less. You may be eligible to re-apply for this and/or other roles at the end of this season.

EMPLOYEE ACKNOWLEDGMENT OF UNDERSTANDING

This job description has been reviewed with me, and I acknowledge understanding of my job duties, responsibilities, and performance expectations. I further understand that my job may change and that this description does not necessarily include all responsibilities that I may be expected to perform.

_____ /____/____
Signature of Employee **Date**