

Darke County Park District

Board of Park Commissioners

Department	Programming		
Position Title	Naturalist Educator - Specialist		
Position Type:	Part-Time	Non-supervisory	
Positions Supervised:	Seasonal and Intern Programming employees, Volunteers		
Reports To:	Program Manager(s)	Classification Status / FLSA	Classified / Non-Exempt
Salary Range:	\$13.50-16.50/hr		
Position Description			

SUMMARY

Develops and presents a variety of natural, cultural and outdoor recreation programming, activities and events in assigned areas. Supervises programming seasonal roles, interns and volunteers. Advocates for assigned areas in the community. Collaborates within the agency to develop outdoor recreation facilities.

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.

- Assume a role in ensuring a well-rounded variety of public programming is offered year-round.
- Assumes the lead in all school-age planning and implementation. Acts as the main contact for teachers and public requests for education programming. Actively sources school contacts to offer programming to their students. Develop, plan and implement the District’s school-age programming for on-site (field trips) and off-site (in-classroom) program offerings.
- Assume lead role in summer camps, creating schedule and assigning to seasonal and/or intern naturalist educators.
- Assists with the master programming planning calendar with a focus on parallel program planning techniques. All known recurring programs and summer camp weeks to be included.
- Assists with the operations of the Nature Education Center, Bish Discovery Center, ensuring it is staffed and ready for public interaction.
- Supports the Program Managers 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 facilitating distribution of print materials.

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- Benchmark other outdoor industry educational programming to ensure offerings are fresh, match industry trends, and provide unique experiences for the public in line with agency strategy.
- Develop and offer an evolving programming lineup for scout and homeschool groups
- Evaluates and manages risk for programming, services, contractors and makes modifications to mitigate risk as needed.
- Coordinates with Program Managers and Naturalist Educators on the care and well-being of all animal ambassadors, including Raptor Education Center.
- Conducts program evaluations and determines changes to program content and delivery as needed to meet program performance indicators and department and agency strategy.
- Makes recommendations for the development of an annual budget. Monitors expenditures spent for programming to ensure compliance with the approved budget and achieve cost recovery targets.
- Works assigned schedule, exhibits regular and punctual attendance and works outside of normal schedule as required.

SUPERVISORY RESPONSIBILITIES

Assists in the supervision of seasonal and intern positions as needed.

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.

Attends professional development and training opportunities. Maintains required certifications.

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

Participant's medical information and other confidential or sensitive information.

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.

Position Description – Programming – Naturalist Educator – Specialist PT

Approved: 5/3/2024

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *An example of a preferred qualification is:*

- Bachelor's degree in outdoor recreation, park and recreation management, outdoor education or related field, and two years' experience in outdoor education, and program coordination.
- OR Associate degree in a related field and two years of experience
- OR 4 years of comparable experience in non-formal education on applicable topics or volunteer work
- Willingness and ability to work evenings, weekends and holidays, as required.
- Relative experience in outdoor adventure activities such as flatwater kayaking/canoeing/SUP, backpacking. 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

The following specialized certifications will be required based on assignment:

- Within one year of employment (acquire & maintain):
 - Red Cross First Aid, CPR and AED or equivalent
- Preferred within two years of employment (acquire and maintain):
 - NAI Certified Guide or higher certification
 - American Canoe Association Instructor Level 1: Introduction to Canoeing & Kayaking OR ODNR equivalent.
- Strongly Encouraged
 - Leave No Trace Trainer or higher
 - Wilderness First Aid

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, the 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.

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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 the 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 helps 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 finger, handle, or feel and talks and hears. The employee often stands, walks, hikes, bikes, kayaks, and performs other physically demanding activity. 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 contacts with the program participants, event participants, general public, committee members, volunteers, contract instructors and other job contacts.

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