

Darke County Parks

Board of Park Commissioners

Title	Naturalist Intern		
Position Type:	Forty-hours/week, for 10 weeks (total of 400 hours)	Non-Supervisory	
Position Summary:	Duties include participation in a full range of tasks associated with the natural and cultural history programming, organization of summer day-camps on a variety of subjects, environmental education/interpretation, general maintenance, outdoor recreation tasks such as transporting boats/bikes (by hand or driving trailer) and operation of the Nature Education Center, Bish Discovery Center and other park areas.		
Reports To:	Chief Naturalist or as assigned	Classification:	Non-Exempt
Salary Range:	Hourly stipend upon qualifications		
Position Description			
<p>Functions and Responsibilities:</p> <ul style="list-style-type: none"> ▪ Provides assistance to full time naturalist staff in accomplishing a variety of day-camp experiences <ul style="list-style-type: none"> -Prepares and distributes programming supplies and materials -Assures safety of campers during all activities -Assists in a leadership role as requested ▪ Provides basic customer service <ul style="list-style-type: none"> -Greet walk-in visitors -Provides information regarding park visitation and programs ▪ Cares for a small inventory of animal ambassadors, including the care/handling of our birds of prey ▪ Assists in the planning and implementation of educational programming and special events ▪ Provides support for skill-based programming such as canoeing/kayaking, camping, outdoor skills, and hiking ▪ Prepares, plans, and executes at least one general-public natural/cultural history program during internship and/or completes a summer intern project as directed by chief naturalist ▪ Follows a flexible weekly schedule and keeps accurate time/work records. ▪ Follows all policies and directives within the Darke County Parks Employee Manual. ▪ Wears and maintains uniform items as provided and in accordance with Darke County Parks' policies. ▪ Maintains a professional, cooperative working relationship with other staff members. ▪ Operates Darke County Parks' licensed/and or other vehicles as assigned. ▪ Days of work fluctuate, Monday through Saturday, evening and weekend work will be required as job duties demand. ▪ Performs other duties as assigned. 			

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Skills/Qualifications:

- Applicant should have earned a degree in cultural, natural, or environmental studies or a related field, or be working towards said degree
- Swimming proficiency and other outdoor skills would be helpful.
- Applicant should enjoy working with children and the public, being outdoors in all weather, along with possessing excellent communication and speaking skills.
- Must be willing to adapt to a flexible schedule working some evening and weekend hours
- Ability to maintain a positive, cooperative and helpful attitude with the public and other staff.
- Good physical condition and general good health allowing light to moderate physical labor. Ability to convey oneself unassisted along improved pathways and across undeveloped areas on rocky, wet, slippery or rough surfaces in a variety of different types of terrain. Must be able to lift 60-75lbs.
- Applicant must possess a valid Ohio driver’s license and be able to pass a drug-screening and background investigation prior to employment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations.

While performing the duties of this job, the employee is constantly required to talk. The employee is frequently required to walk, stand, crouch, bend, maneuver steps, lift, carry, reach-vertically and horizontally, handle and see. The employee is occasionally required to push, pull, use hands to finger, feel and hear.

Alternates to the above qualifications are acceptable as approved by the Executive Director.



Darke County Parks Employment Application

Personal Information (please print)

Name: _____ Social Security: _____ - _____ - _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred Phone: (_____) _____ E-mail: _____

Position Information (please print)

Position Applied For: _____

Have you ever held a prior position with Darke County Park District? _____

If so, please provide the following information:

Prior Position(s) and Date(s): _____

Reason(s) for Leaving: _____

Education (please print)

School/Institution	Major or Area of Study	Degree or Years Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(continued on reverse)

Work Experience Start with most recent employer (please print)

Employer _____

Address _____

Phone _____ Dates Employed _____

Position(s) _____

Responsibilities _____

Employer _____

Address _____

Phone _____ Dates Employed _____

Position(s) _____

Responsibilities _____

Employer _____

Address _____

Phone _____ Dates Employed _____

Position(s) _____

Responsibilities _____

References List three (at least two work) references with addresses and phone number (please print)

(continued on next page)

Darke County Parks Employment Application Acknowledgment and Disclaimer

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any of the persons and organizations listed on this application to give you any and all information concerning my previous employment, education and qualification for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to conform to the rules and regulations of the Darke County Park District. I acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Park District's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the Darke County Park District or myself. I understand that no representative of the Darke County Park District has any authority to enter into any agreement for employment for any specified period of time or to promise any other personnel action, either before or after I accept employment or to make any other agreement which is contrary to this agreement.

I have read and understand this agreement.

Signature _____ Date _____

APPLICATION PROCEDURE: Submit completed Darke County Parks Application, Resume and Cover Letter and submit via email to employment@darkecountyparks.org
Details at <http://www.darkecountyparks.org/employment>