



JOB DESCRIPTION

<u>POSITION TITLE:</u>	Interpretive Naturalist
<u>STATUS OF EMPLOYMENT:</u>	Part-time Year Round
<u>SALARY CLASSIFICATION:</u>	Hourly, Non-exempt, Grade 22
<u>BENEFITS:</u>	Public Employees Retirement System (OPERS) Metro Parks Sick Leave Program

GENERAL STATEMENT OF DUTIES:

Assigned to the Community Engagement Department, works with the Chief of Community Engagement, Community Engagement Managers and staff to carry out the department's mission. Plans, schedules and conducts interpretive, educational, and recreational activities throughout the park district for Summit Metro Parks.

SUPERVISION RECEIVED:

Reports to the Education & Recreation Manager

SUPERVISION EXERCISED:

Supervises volunteers assisting with departmental programs and activities.

DUTIES AND RESPONSIBILITIES:

- Researches, plans, promotes, schedules, and conducts programs on natural and cultural resources and recreational opportunities throughout the Metro Parks. Types of programs conducted include formal presentations, mobile programs, school groups, scout groups, outreach and off-site events; for a variety of audiences and age groups, and in indoor and outdoor settings.
- Evaluates programs and services for quality and effectiveness.
- Stays current and maintains knowledge of natural, environmental, and historical subjects, including the status and location of biological, cultural, and recreational resources in the Metro Parks.
- Assists in the operation of the Metro Park's visitor centers. Answers Naturalist On Duty desk phones, greets visitors, answers questions, shares information and provides assistance as necessary; ensures Naturalist On Duty desk and exhibits are kept neat and orderly at all times.
- Positively represents the park district to the public, volunteers, partners and vendors.
- Collaborates with other staff, volunteers and partners.
- Writes text for park brochures and other publications of the park district.
- Participates in the safety and risk management programs of the Park District.
- Performs other duties as assigned by the Education & Recreation Manager and Assistant Education & Recreation Manager.
- Flexible work hours, including evenings, weekends and holidays, as required.
- Comply with all safety and risk management programs for the Park District.
- Develop and maintain procedural manuals for job position.
- Commitment to park district's mission and values.

Qualifications:

Specific knowledge, training or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications.

- Broad, basic understanding of dendrology, botany, ecology, geology, entomology, ornithology and other related fields typically acquired through formal training at the Bachelor's Degree level

- Knowledge and understanding of methods & principles of interpretation. Interpretive guide, planner or heritage interpreter certification not required but preferred.
- Ability to conduct both formal presentations and mobile programs to groups.
- Knowledge of developmentally appropriate activities and ability to design age-appropriate education curricula and activities.
- Ability to interact with and manage children and adults in the outdoors; must possess visual and auditory abilities to identify and respond to environmental and other hazards related to visitor activity.
- In depth oral, written and visual communication skills. Excellent interpersonal skills; ability to work with a wide variety of personalities; ability to deal with the public and staff with tact, courtesy and diplomacy.
- Customer service skills.
- Demonstrated creativity.
- Ability to work both independently and as part of a team.
- Computer skills, including proficiency in Word, Excel and other Microsoft Office applications.
- Flexible work hours, including evenings, weekends and holidays, as required.
- Demonstrated emotional intelligence to include: demonstrated self-awareness and accurate self-assessment, demonstrated sensitivity and empathy, demonstrated openness, reliability, and consistency. Proven track record of establishing and maintaining critical relationships internally and externally.
- Valid driver's license with clear driving record.
- Certified in First Aid / CPR

Essential Physical Demands and Working Environment:

- While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl; taste or smell. The employee must regularly lift and/or move up to 25 pounds.
- While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions.
- Physical agility to perform assigned tasks; ability to hike several miles.

CONDITIONS OF CONTINUED EMPLOYMENT:

Must successfully complete a one-year probationary period.