

## JOB DESCRIPTION

### PART TIME PROGRAM NATURALIST

<b>Status:</b>	<b>Permanent Part-Time</b>
<b>Salary:</b>	<b>\$10.00/hour</b>
<b>Position Duration:</b>	<b>28 hrs./week</b>
<b>Reports To:</b>	<b>Program Coordinator</b>
<b>Classification:</b>	<b>Intermediate</b> – Employee has supervisory responsibilities relating to volunteers and seasonal program staff. Employee has the authority to recommend any reward or disciplinary actions for employees under their direct supervision.

The position of **part-time program naturalist** directly involves but is not limited to the following duties:

1. Develops, coordinates, and conducts programs associated with environmental educational nature interpretation, wildlife, conservation of natural resources, and historical/cultural interpretation. Knowledge of Ohio flora and fauna is useful in leading public and requested programs.
2. Assists in staffing and in developing educational and informational displays for special events, programs, fairs, and festivals.
3. Works with the program coordinator and other staff members in the preparation of a variety of planning documents, newsletters, reports and related publications.
4. Assists in staffing and in developing educational and informational displays for special events, programs, fairs, and festivals.
5. Assists in the daily operation of nature and interpretive centers, trails, and surrounding area. This may include opening and closing buildings, and light maintenance such as litter pick-up, cleaning, etc.
6. Participates in care and interpretation of live education animals, specimens, and naturalist equipment.
7. Responds to natural and cultural history and park related inquiries and communicates relative information through personal contact, telephone, and internet.
8. Participates in educational activity planning and creation and maintenance of interpretive displays.

9. Coordinates wildlife monitoring programs, including training and communication with volunteers and submission of data collected through wildlife monitoring.
10. Creates and fosters partnerships with governmental and community organizations.
11. Works a flexible schedule including evenings, weekends, and holidays when necessary.
12. Drives county vehicles, possibly including large pickup truck and small bus.
13. Maintains current certifications in CPR.
14. Performs other duties as assigned by the Program Coordinator or program staff that are deemed appropriate and necessary for the position.

**Requirements:** Must possess or be pursuing a degree in natural resources, recreation, biology, environmental studies, or related field. Must have one year of experience in outdoor/environmental education or related field or possess an equivalent combination of education and work experience. Knowledge of Ohio flora and fauna preferred. Must be able to work with and lead groups of all ages and abilities. Must possess or be willing to pursue Certified Interpretive Guide (CIG) training and continuing education through the National Association of Interpretation (NAI). Must possess good organizational, computer competency, and communication skills. Familiarity with Google Drive and Microsoft Office are beneficial.

Must possess a valid driver's license.