

JOB DESCRIPTION

PROGRAM NATURALIST

Status:	Full-time
Starting Salary:	\$19.19/hr. (\$39,915.20/yr.)
Salary Grade:	6
Reports To:	Program Coordinator
Classification:	Intermediate - Employee has supervisory responsibilities relating to seasonal and part-time staff, interns, and volunteers. Employee has the authority to recommend any reward or disciplinary actions necessary.

The position of **Program Naturalist** directly involves but is not limited to the following illustrative duties:

1. Plans, develops, and conducts programs to inform the public (schools, scout groups, garden clubs, community organizations, etc.,) of natural, scientific, and historical features within the parks and surrounding areas.
2. Plans and develops interpretive displays for use in nature center, at fairs, festivals, special events, and exhibits.
3. Assists in the operation of the nature center, trails, and surrounding area. This may include opening and closing buildings, light maintenance such as litter pick-up, cleaning, etc.
4. Responsible for care and safety of program animals.
5. Assists with maintaining current permits from the ODNR & USFW to obtain approved specimens for educational purposes.
6. Works with the program coordinator and other staff members in the preparation of various types of media including reports, planning documents, brochures, fliers, newsletters, maps, and related publications.
7. Assists with public relations and media projects, radio interviews, news releases and articles.
8. Works with other naturalist and stewardship staff with conducting park surveys and ongoing monitoring programs to determine conditions and distribution of various flora and fauna.
9. Works with other Park District staff in the training and supervision of volunteers.

10. Assists the stewardship department in the implementation of land management and stewardship techniques and programs including prescribed burns and invasive plant removal.
11. Works a flexible schedule including evenings, weekends, and holidays when necessary.
12. Maintains current certifications in CPR and First Aid.
13. Performs other duties as assigned by the program coordinator or director that are deemed appropriate and necessary for the position.

Requirements:

- Must possess a Bachelor's degree or one year of experience in park work or environmental or outdoor education. Preferred degree in interpretation, natural resources, biology, environmental studies, education or a related field.
- Knowledge of natural and cultural history of the region and conservation issues. Must be able to work as part of a team or independently.
- Must possess excellent oral and written skills
- Must possess valid driver's license.