

JOB DESCRIPTION

SEASONAL PROGRAM STAFF

Status: Seasonal
Salary: \$11.00/hour; 40 hrs. wk./14weeks
Reports To: Program Coordinator
Classification: Intermediate- Employee may supervise volunteers

The position of **seasonal program staff** directly involves but is not limited to the following duties:

1. Works as a team with program department and Wood County Park District staff to create an excellent educational and recreational experience for visitors.
2. Plans, develops, and implements activities for summer park programming, which may include informal interaction with nature center visitors, roving nature interpretation on trails and nature hikes.
3. Assists program department with the operation of summer programming, which may include paddle, archery and geocaching adventure programs or natural resource interpretation programs.
4. Assists in the day to day 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.
5. Operates Park District displays and interacts with visitors at fairs, festivals, and special events.
6. Participates in the care and interpretation of education animals.
7. Works a flexible schedule including evenings, weekends, and holidays when necessary.
8. May be required to obtain certifications in CPR and First Aid.
9. Performs other duties as assigned by the program coordinator or program department staff that are deemed appropriate and necessary for the position.

Requirements: Must be pursuing, or recently graduated from, an undergraduate program in recreation, education, biology, environmental studies, or a related field. Must be able to work with and lead groups of all ages and abilities. Must possess good organizational, computer competency, and communication skills. Must possess a valid driver's license.