

## JOB DESCRIPTION

### SEASONAL PROGRAM STAFF

<b>Status:</b>	<b>Seasonal</b>
<b>Salary:</b>	<b>\$13.00-\$13.50/hour (Flexible Scheduling Available)</b>
<b>Reports To:</b>	<b>Program Coordinator</b>
<b>Classification:</b>	<b>Intermediate-</b> Employee will supervise youth 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 nature camp, including supervision of attendees, development and implementation of lesson and activities, and supervision of youth volunteers.
3. Assists program department with the operation of adventure and farm camps.
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. Plans, develops, and implements educational programs for the general public that emphasize the natural and cultural features within the parks and surrounding areas while supporting the mission of the Wood County Park District.
6. Operates Park District displays and interacts with visitors at fairs, festivals, and special events.
7. Participates in the care and interpretation of education animals.
8. Works a flexible schedule including evenings, weekends, and holidays when necessary.
9. May be required to obtain certifications in CPR and First Aid.
10. Performs other duties as assigned by the program coordinator or program 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. Must be team oriented and willing to work to build an atmosphere of teamwork in the workplace with staff at all levels.