

# Johnny Appleseed Metropolitan Park District

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## Naturalist Position Description (Full-Time, Hourly, Non-Exempt)

### **Classification**

Under the direction of the Environmental Education Supervisor, the primary responsibility of the Naturalist is the development and presentation of dynamic interpretive and educational nature programs for diverse audiences. Programs shall reflect the mission and values of the Park District while providing meaningful experiences to participants.

### **Essential Duties, Knowledge and Responsibilities**

1. Researches, plans, promotes, schedules, conducts, and evaluates programs on natural and cultural resources throughout the Park District.
  - a. Types of programs conducted can include formal presentations, mobile programs, nature hikes, school fieldtrips, in-school programming, workshops, scout groups, community outreach, off-site events, festivals, and virtual programming.
  - b. For a variety of audiences and ages including PreK-12 school groups, scout groups, community groups, families, and adults.
  - c. In indoor and outdoor settings and at various locations including JAMPD parks and the MEEC, village parks, and requested on-site locations.
2. Develops and maintains a curriculum for school programs that is in accordance with current state standards and within the Park District's mission.
3. Stays current and maintains knowledge of natural, environmental, and relevant historical subjects, including the status and location of biological, cultural, and recreational resources in the Park District.
4. Prepares interpretive materials including displays and exhibits, newsletter articles, teacher education guides, park flyers, and brochures as needed.
5. Collaborates with Natural Resources Department, Volunteer Coordinator for the research and monitoring of Park District environmental data (flora, fauna, etc.) as needed.
6. Collaborates with the Volunteer Coordinator for the training and supervision of volunteers to assist with programs and other tasks.
7. Prepares and submits work schedules, assignments, and reports to supervisor(s).
8. Represents the Park District and the Park District mission in the community, when engaging with the public and responding to news media.
9. Coordinates collection, care for, and display of live and preserved animals in Park District's possession under the appropriate state and/or federal permits.
10. Provides care and general maintenance of equipment, vehicles, office space and supplies used by and for the environmental education department.
11. Understands and follows the Park District mission, core values, and the employee guide.
12. Other tasks and duties as assigned by supervisors.



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### **Minimum Qualifications**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.*

It is preferred that the Naturalist have a minimum of a bachelor's degree in nature and/or education related field preferred. Equivalent training/education/experience considered.

A valid driver's license with the ability to be insured within the Park District's current insurer.

### **Preferred Qualifications**

1. Prior experience as an interpretive naturalist is preferred.
2. Base knowledge of natural sciences, environmental principles, local flora/fauna
3. Ability to communicate, collaborate, build and maintain effective relationships with co-workers, volunteers, and the public.
4. Ability to work flexible hours, including weekends and evenings, as required.
5. Excellent organizational and communication (oral, written, visual) skills.
6. Ability to effectively plan programs and events assuring the necessary conditions are met, including personnel, volunteers, equipment, supplies, and sites.
7. Computer skills, including proficiency in Word, PowerPoint, and other Microsoft Office applications.
8. Knowledge of developmentally appropriate activities and ability to design age-appropriate education curricula and activities.
9. Skill with digital programming is desirable, including recording and editing audio/video, graphic design, various social media platforms.
10. Must possess a valid Ohio driver's license.

### **Special Requirements**

1. Must be able to effectively schedule and manage multiple tasks and projects, meeting deadlines and evaluating workload.
2. While performing the duties of this position, the employee is regularly required to talk, hear, see, stand, walk, sit, use hands and fingers, handle, feel, reach with hands and arms, climb, balance, stoop, kneel, crouch, taste, smell.
3. While performing the duties of this position, the employee is regularly required hike long distances, work at the computer for extended periods, and lift at least 25lb.
4. While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions.
5. Vacation time is limited during the peak school fieldtrip times of April/May and September/October.



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