

Johnny Appleseed Metropolitan Park District

Seasonal Naturalist Position Description

(Part-time, Hourly, Non-Exempt)

Classification

Under the direction of the Nature Education Supervisor, the primary responsibility of the Seasonal Naturalist is to assist with and present dynamic interpretive and educational nature programs for diverse audiences. Programs are designed to *Connect People With Nature* and shall reflect the mission and values of the Park District while providing meaningful experiences to participants.

Essential Duties and Responsibilities

- 1) Assists, conducts, and evaluates programs on natural and cultural resources throughout the Park District, and assists with the research, planning, and scheduling of those programs.
 - a. Types of programs conducted may 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 in Allen County.
- 2) Helps develop and maintain a curriculum for school programs that is in accordance with current state standards and within the Park District's mission.
- 3) Continues to learn and maintain 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 the Supervisor, Naturalists, Natural Resources Department, and Volunteer Coordinator for the research and monitoring of Park District environmental data (flora, fauna, etc) as needed.
- 6) Collaborates with the Supervisor, Naturalists, and the Volunteer Coordinator for the training and supervision of volunteers to assist with programs and other tasks as needed.
- 7) Prepares and submits work schedules, assignments, and reports to the Supervisor.
- 8) Represents the Park District and the Park District mission in the community, when engaging with the public and responding to news media.
- 9) Assists with care 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 Nature Education Department.
- 11) Understands and follows the Park District mission, values, and the employee guide.
- 12) Other tasks and duties as assigned by supervisors.



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Qualifications

- 1) Bachelor's degree (or degree-in-progress) in nature and/or education related field preferred. Equivalent training/education/experience considered.
- 2) Prior experience as an interpretive naturalist is preferred
- 3) Base knowledge of natural sciences, environmental principles, local flora/fauna
- 4) Ability to communicate, collaborate, build and maintain effective relationships with co-workers, volunteers, and the public.
- 5) Ability to work flexible hours, including weekends and evenings, as required.
- 6) Excellent organizational and communication (oral, written, visual) skills.
- 7) Ability to effectively plan programs and events assuring the necessary conditions are met, including personnel, volunteers, equipment, supplies, and sites.
- 8) Basic computer skills, including familiarity with Word, Powerpoint and other Microsoft Office applications. Skill with digital programming is desirable.
- 9) Knowledge of developmentally appropriate activities and ability to conduct age-appropriate education curricula and activities.
- 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.



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