

Johnny Appleseed Metropolitan Park District

Seasonal Educator Position Description

(Seasonal, Part-time, Non-Exempt)

Classification

The position of Seasonal Educator is an Operational Support position. Under the direction of the Nature Education Supervisor, the primary responsibility of the Seasonal Educator is to assist with and present dynamic interpretive and educational programs for diverse PreK thru 12 audiences. Programs shall reflect the mission and values of the Park District while providing meaningful experiences to participants.

Essential Duties and Responsibilities

1. Assists with conducting 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 can include formal presentations, nature hikes, school field trips, in-school programming, workshops, scout groups, off-site events, and virtual programming.
 - b. For a variety of audiences and ages including Pre K-12 school groups and scout groups.
 - c. In indoor and outdoor settings and at various locations within the JAMPD parks system as well as requested by schools located within Allen County.
2. Assists with teaching 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. Assists in the preparation of interpretive materials including displays and exhibits, teacher education guides, and brochures as needed.
5. Collaborates with the Supervisor and Natural Resources Department, for research purposes as needed.
6. Collaborates with the Supervisor 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.
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 general care of equipment, vehicles, office space and supplies used by and for the education department.
11. Demonstrates the core values of humility, integrity, teamwork, reliability, and resilience in all interactions and responsibilities.
12. Other tasks and duties as assigned by supervisors.

Qualifications

1. A bachelor's degree in education related field preferred. Five years prior experience in an education environment preferred.



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Revised 1/2025

2. Knowledge of and/or the desire to gain knowledge of natural sciences, environmental principles, local flora/fauna and cultural history.
3. Ability to communicate, collaborate, build and maintain effective relationships with co-workers, volunteers, and the public.
4. Excellent organizational and communication (oral, written, visual) skills.
5. Has assisted with programs and events assuring the necessary conditions are met, including personnel, volunteers, equipment, supplies, and sites.
6. Basic computer skills, including familiarity with Word, PowerPoint and other Microsoft Office applications. Skill with digital programming is desirable.
7. Knowledge of developmentally appropriate activities and ability to conduct age-appropriate education curricula and activities.
8. Submit to and successfully pass a criminal background check.
9. Must possess a valid Ohio driver's license.

Special Requirements

1. Must be able to manage multiple tasks and projects, meeting deadlines and evaluating workload.
2. Maintain good health and the ability to perform tasks such as standing, sitting, walking, running, climbing, kneeling, and lifting at least 25 lbs. Duties include hiking long distances, extended computer work, and exposure to extreme outdoor weather conditions.
3. Vacation time shall be scheduled so as to not interfere with or be limited during the peak school field trip times of March thru May and September thru November.



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