



# PRESERVATION PARKS

## DELAWARE COUNTY

**JOB TITLE:** Naturalist II

**POSITION SUMMARY:** Planning, developing and implementing creative and innovative interpretive programs and services. Provide expertise in natural and cultural history to staff and general public.

**REPORTS TO:** Education Services Manager

**POSITIONS SUPERVISED:** Naturalist 1 and Seasonal Education staff

**CLASSIFICATION:** Full-time, non-exempt (hourly)

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in interpretation, environmental education, natural resources, natural sciences or related field.
- 7+ years experience as a naturalist or environmental educator, preferably with a natural area park system.
- 2+ years management experience.
- Valid Ohio driver's license.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan, develop and present creative and innovative natural and cultural history interpretive programs for both the general public and target audiences.
- Manage visitor center operations including staffing, budgeting, visitor services, and exhibit creation and care.
- Manage staff, prepare performance evaluations, assist Education Services Manager with mentoring and staff development.
- Coordinate, train and direct volunteers assigned to the Education Department or related projects.
- Prepare and maintain records and reports (weekly, monthly, and annual reports, attendance reports, requisitions, expenditures, etc.)
- Contribute articles and text for PPDC newsletters, internet media and interpretive signage, brochures, social media, etc.
- Work with Education Services Manager to develop exhibits, displays and interpretive signage.
- Schedule outreach programs/field trips and coordinate staff assignments.
- Work with Park Operations and Planning in matters pertaining to interpretive programs and park projects that have an impact on the natural environment (interpretive trails, facilities, etc.)
- Respond to inquiries from public.
- Perform field surveys or inventories of plants and animals; assist with natural resource management projects as needed.

- Assist with special events and represent PPDC at various park and community events.
- Maintain inventory of supplies, materials and equipment.
- Maintain organization, storage, and records of scientific collections, and prepare annual permit reports.
- Provide care for education animals.
- Perform other duties as assigned.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of native and non-native Ohio flora and fauna and local history.
- Ability to operate Park District equipment including vehicles, media equipment, camera, video camera, communications equipment, smart phone, computer.
- Ability to obtain and maintain certification in basic first aid and CPR.
- Proficient in Windows OS and Microsoft Office programs and a familiarity with social media and other internet resources.
- Ability to work weekends, evenings and holidays.
- Broad, general business knowledge: planning, budgeting, purchasing, etc.
- Familiarity with personal and non-personal interpretive techniques and formal education processes.
- Excellent written and oral communication skills.
- Demonstrated supervisory skills: decision making, leadership skills, analytical and problem solving skills.
- Behavioral maturity, demonstrated trust and integrity, high ethical standards, interpersonal competence and the ability to prevent, reduce, and resolve conflict.
- Excellent organization and planning skills.

**ESSENTIAL PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

- The employee is regularly required to stand, talk, and hear.
- The employee frequently is required to use hands and fingers, handle or feel and is required to reach with hands and arms.
- The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl; taste or smell.
- The employee must regularly lift and /or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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*To protect and conserve the natural and historical features of Delaware County and inspire outdoor exploration and learning.*