



GEAUGA PARK DISTRICT
Position Description

POSITION TITLE: SEASONAL CAMP NATURALIST

Number of Openings: 3

Division: Business & Visitor Services

Department: Naturalist

Supervisor: Chief Naturalist

FLSA Status: Non-Exempt

Employment Status: Full-Time Seasonal

(40 Hours per Week; Set Schedule)

SUMMARY:

Under the supervision of the Camp Coordinator (s), implement hands-on, experiential activities developed for the Chip Henry Outdoor Adventure Summer Camps.

POSITION REQUIREMENTS:

This position minimally requires the following:

EDUCATION AND/OR EXPERIENCE:

High School diploma or equivalent, with minimum 2 years of college level coursework in recreation, education, ecology or other natural sciences. Possession of, or working towards a college degree related to environmental education, science education or recreation preferred. Previous experience in a camp, recreational or educational setting advantageous.

CERTIFICATES OR LICENSES:

Must possess a valid Ohio Driver's License and a good driving record. Must obtain and/or be able to maintain Park District approved first aid and CPR certifications.

REQUIRED TRAINING:

Satisfactorily complete basic canoeing class, canoe rescue, kayak class, kayak rescue training, GPS training and other instructional sessions provided during the staff training. All Geauga County Park District employees shall be required to complete and maintain all general mandatory training. These may include, but are not limited to, emergency communications, hazardous materials, personal protective equipment, sexual harassment, violence in the workplace and fire prevention.

OTHER:

A Pre-employment Background Check and Drug Test are required. Must possess reliable transportation to and from the starting work location. Must be able to work under adverse weather conditions. The majority of work days will be 8:00AM-4:00PM, providing continuous supervision of campers.

SCHEDULE:

Training (8am-4:30pm):	June 1-3; June 6-10
Camp Sessions (8am-4pm):	June 13-17 June 20-24 June 27-July 1 July 11-15 July 18-22 July 25-29 August 1-5 August 8-12
Unpaid Break:	July 4-8
Wrap-up (8am-4pm):	August 15 & 16

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in the preparation and presentation of science and recreation-related activities for youngsters enrolled in week-long camp sessions, and single-day “X-treme” adventures, specified for 5th – 7th graders and 8th – 10th graders.
- Adventure Camp staff conduct instructional sessions related to fishing, canoeing, kayaking, biking, GPS and hiking followed by outings to various Geauga Park District facilities for each of these recreational activities, including also astronomy topics, model rocketry, telescopes/spotting scopes and related topics.
- Assists with the care and maintenance of programming equipment.
- Serves as van driver to shuttle campers, as required.
- Familiarizes themselves with park district policies, facilities and public program options related to their position.
- Maintains positive attitude and cooperate with other staff to successfully present and evaluate the proposed camp activities.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This role has no supervisory duties. May oversee volunteers.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements and duties listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:

May be required to use internet, email, power point, word processing and other related software programs.

The following are examples only of equipment routinely used and are not intended to be all inclusive:

Experience in use of various audio visual equipment for presentations, including PA systems, projectors, digital cameras. Previous experience with selected recreational equipment (canoes, kayaks, rod & reel, GPS, bicycles)

ADDITIONAL INFORMATION:

Must be able to and enjoy interfacing with pre and young teens. Possess creative thinking skills.

KNOWLEDGE:

- Knowledge of basic recreational practices and natural sciences.
- Knowledge of Park District’s mission and goals.

SKILLS:

- Skilled in communications, orally and written.
- Skilled in effective public speaking.

ABILITIES:

- Ability to follow written and oral instructions.
- Ability to safely use audio/visual equipment and vehicles, as required.
- Ability to conduct presentations and camper instructional sessions; prepare and present talks and demonstrations.
- Ability to work effectively and cooperatively with campers, fellow workers and the parents, with tact and diplomacy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to perform required physical duties of retrieving items/equipment/tools stored on shelves; and to carry, move or lift equipment, materials and other work related objects; as well as prepare exhibits and displays: The employee must be able to stand, walk, sit, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms; routinely required to lift up to 25 pounds and may occasionally be required to lift up to 50 pounds; and is required to be able to use close vision and adjust visual focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

This employee normally works in the outdoors, as well as in a classroom or office environment.

POTENTIAL HAZARDS:

This employee may be exposed to environmental hazards and adverse weather conditions.

GENERAL EXPECTATIONS:

The employee must have a commitment and sensitivity to the needs of the Park District and its constituents, as well as possess and demonstrate an appreciation of Park District philosophy and objectives.

The employee is responsible to maintain confidentiality; to follow the chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position; may be responsible to drive motor vehicles with a valid Ohio Driver’s License as required by the position; and may be required to travel, within and/or beyond the county. Responsible to attend meetings, in services and training programs related to the position held. Responsible to obtain and/or maintain valid certification, licensure or registrations as required by the position to maintain employment. Demonstrates regular and predictable attendance.

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