

GEAUGA COUNTY PARK DISTRICT

Position Description

POSITION TITLE: NATURALIST

Division: Business & Visitor Services
Department: Naturalist
Supervisor: Chief Naturalist
FLSA Status: Non-Exempt
Employment Status: Full Time

SUMMARY:

Under the general supervision of the Chief Naturalist, primary responsibilities include the development, preparation and presentation of interpretive programs, services and other functions of the Naturalist Department.

POSITION REQUIREMENTS: *This position minimally requires the following:*

EDUCATION AND/OR EXPERIENCE:

A minimum of a two year degree from an accredited college or university in an appropriate scientific field such as natural history interpretation, ecology, biology, astronomy, environmental studies, cultural history and other related natural sciences is required. Two years' experience as a Naturalist or similar position. Astronomy experience and interest preferred.

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: All Geauga County Park District employees shall be required to complete and maintain all general mandatory training. These 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 be able to work irregular schedules per the needs of the Agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *includes the following. Other related duties may be assigned.*

- Prepares, presents and assists with a variety of programs, workshops and events:
 - Develops, prepares, directs and presents natural history, astronomy and environmental interpretive programs and appropriate outdoor recreation for general public, school groups and other target audiences.
 - On-site natural history, astronomy and environmental interpretive programs such as planetarium shows, geology, pond ecology, maple sugaring, and habitat programs.
- Develops permanent and seasonal exhibits and displays.
- Provides small animal care (mainly fish, reptiles and amphibians).
- Trains, guides and provides oversight for volunteers.

- Assists with maintenance and organization of Naturalist Department equipment, records, resource library, clip file and natural history collection materials.
- Accepts and responds to nature inquiries from the public and provide appropriate information.
- Participates in occasional scientific research or study.
- Performs duties associated with nature center operation including visitor reception and information dissemination; program hosting and presentation, facilitating exhibit interaction, and exhibit care.
- Performs appropriate public media contacts in concert with the Communications Department.
- Assists with department budgeting process; requests supplies as needed; order and pick up supplies after approval.
- Performs other job-related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory responsibilities. Provides guidance, training and oversight for volunteers as needed.

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

COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:

Ability to compose routine letters, memos and similar correspondence using word processing; compile and record program related data and extract relevant reports; utilize spreadsheets and databases, as well as agency specialized software with assistance.

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

Computer, printer, copy machine, fax machine, telephone, and other general office equipment. Must be able to operate Park District equipment, including vehicles, cameras, audio equipment, DVD, power point projectors, iPads and other presentation equipment.

KNOWLEDGE:

Knowledge of local, state and federal laws, rules and regulations governing the operations of a park district, including environmental rules and regulations, conservation programs, EPA. Must have knowledge of the Agency's goals and objectives as demonstrated in the development and presentation of programs. Knowledge of research methodology and techniques and report writing.

SKILLS:

Must possess good organizational skills. Must have creative skills in order to carry out the Agency's goals and objectives. Must be well skilled in public speaking, as well as the creative presentation of programs. Must be skilled in maintaining community connections and contacts. Must be able to respond appropriately to public inquiries and concerns.

ABILITIES:

Ability to work some evenings and weekends. Ability to meet deadlines. Must be able to work cooperatively and effectively with staff and the public with tact and diplomacy. Must be able to communicate effectively, orally and in writing. Must be able to design and develop procedures and carry them out. Must be able to solve routine and complex problems. Must be able to maintain confidentiality. Must be able to constantly present a positive public image of the Park District. Must be able to provide general maintenance to department equipment. Ability to gather, sort, collate, analyze data and report findings.

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 working at a computer to input data and produce printouts; answer the phone; and to operate Agency media equipment: set up displays and exhibits; type; write/post to printouts and forms; use calculator; file; retrieve items stored on shelves; retrieve mail from mail box; carry, move or lift equipment and supplies; work with detailed documents and printed forms; perform job duties in the field, 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; 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 works in an office environment, as well as in the field and in public settings and off site settings.

Potential Hazards: The employee may be exposed to chemicals routinely found in office environments, such as copier toner and correction fluid. May be exposed to incidents inherent in working with small animals. May be exposed to incidents inherent in working in the field in the course of required duties. May be exposed to hazardous 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; follow 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, inservices 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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