

Title: Park Naturalist/Interpreter (Contracted)
Department: Community Services
Division/Office: Parks & Recreation Division



Grade 2103; Hourly position; Category: Contracted/Temporary; Job Code: PKNT; Rev.:05/23/2022

General Description

The purpose of this position is to provide informative customer, facility, and recreation program services at the Nature Center or other County/community facilities. The incumbent will work a part-time flexible schedule, which includes evenings and weekend hours.

This position works under close supervision, independently developing work methods and sequences within specified procedures and work areas.

DUTIES and RESPONSIBILITIES: (Illustrative only)

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Provide excellent park patron experience and park information to Howell Mill Nature Center visitors;
- Deliver creative interpretive programs to participants of all ages in a variety of contexts, including: environmental and cultural;
- Serve as curator and cataloger of the Howell Mill Nature Center environmental collections
- Assist with the development and implementation of programmatic activities within established guidelines provided by supervisor;
- Present training, development, informational, and/or educational programs via classroom, workshop, or seminar format using formal classroom instruction, exercises, handouts, materials, visual aids, etc. for group or one-on-one instruction;
- Assist with the development of community-based special events ;
- Collect, analyze and evaluate data from a variety of sources and effectively present/communicate information;
- Prepare records and periodic reports of inventories, program schedules, program attendance, incident/accident reports, etc. recommend programmatic changes;
- Create environmental information sheet/diagrams/posters/brochures etc. for Kent County Parks;
- Design and perform environmental outreach programs for public and private groups;
- Other related duties as directed.

Minimum Education and Experience Requirements

Requires High school diploma or GED equivalent, excellent customer service skills, and knowledge of programming in a parks and/or recreation environment, or any equivalent combination of education, training, and experience.

Additional Requirements:

Knowledge of and natural history, anthropology, entomology, ornithology, cultural history, recreation science, and/or ecology; experience in planning and delivering interpretive programs for adults and children; experience in coordinating and promoting special events or initiatives; knowledge of public speaking or interpretation; ability to work with minimal supervision, regular and timely attendance; and performance of duties in a safe manner.

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Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement