

**POSITION DESCRIPTION
COUNTY OF LAGRANGE, INDIANA**

POSITION: Seasonal Assistant Interpreter/Naturalist
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: As scheduled
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: January 2023

STATUS: Seasonal
FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. LaGrange County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

The Seasonal Interpreter/Naturalist for the LaGrange County Parks and Recreation Department is responsible for assisting the Interpreter/Naturalist in providing environmental education and cultural resource programs in LaGrange County Parks.

DUTIES:

- Assists with staffing, coordinating, and directing activities at Maple Wood Nature Center. This includes developing and maintaining displays, assisting with maintenance/upkeep and housekeeping of the Nature Center. Housekeeping duties include, but are not limited to, dusting, vacuuming, window washing, aquarium cleaning.
- Assists with research, coordination, and presentation of environmental and historical educational programs, festivals, and outdoor recreational programs for members of the community, school groups, throughout the park system.
- Assists in preparation of program related public relations materials, including press releases, public service announcements, festival guide listings, newspaper columns, general flyers and handouts, signage.
- Assists in providing the Administrative Assistant/Communications Specialist interpretive program information, pictures, videos, for social media sites and website.
- Assists with trail monitoring and maintenance throughout the park system. This includes, but is not limited to, raking, leaf blowing, weed trimming, branch removal, firewood stacking, mowing, prescribed prairie burns, invasive species removal.
- Will prepare various reports and assist in the upkeep of various reports, including monthly program attendance and Nature Center attendance reports.
- Attends professional meetings, and staff meetings.
- Assists with butterfly monitoring at the Mike Metz Fen.
- Assists in development and maintenance of wildlife, forest, and wetland habitat improvements.
- May provide testimony in legal proceeding/court as requested.
- Performs related duties as assigned.

Job Requirements:

- BS or BA, or working to obtain a BS or BA, in discipline related to job *or* relatable outdoor experience and training to deliver outdoor education programs and walks.
- Meet all Department hiring requirements, including passage of a drug test and valid driver's license.
- Working knowledge of how to use common gardening tools and house cleaning equipment and the ability to use tools and equipment.
- Working knowledge of principles of environmental interpretation.
- Working knowledge of Indiana flora, fauna, geology, forest ecology, wetland ecology.
- Ability to plan and present public speaking presentations.
- Ability to walk several miles in one day, sometimes on uneven terrain.
- Ability to memorize presentations and walking routes.
- Ability to handle live snakes, turtles, frogs if necessary.
- Ability to use common office equipment such as copier, scanner, telephone, computer, projector.
- Knowledge of and ability to make practical application of established Department policies and procedures and standard safety precautions; and OSHA safety and health policies and procedures, including First Aid, CPR, and bloodborne pathogens control.
- Working knowledge of outdoor education and recreation, and ability to work within procedural guidelines in teaching, motivating, and interacting with youth of varying ages.
- Working knowledge of and ability to properly operate Department equipment, including vehicle, UTV.
- Ability to be alert at all times and respond swiftly, rationally and decisively to emergencies.
- Ability to effectively communicate orally and in writing with co-workers, children and their parents, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to understand, memorize, retain, and carry out oral or written instructions.
- Ability to work with others in a team environment, often on several tasks at the same time.
- Ability to count/make simple arithmetic additions/subtractions, conduct surveys, and compile, collate and classify data.
- Working knowledge of standard, English grammar, spelling and punctuation.
- Ability to work Saturdays, and occasionally work extended hours in evenings.

RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by supervisor. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor. Work errors are primarily detected or prevented through prior instructions from supervisor. Errors in decision could result in loss of life, damage to equipment, and/or injury to self or others.

PERSONAL WORK RELATIONSHIPS:

- Incumbent maintains frequent contact with co-workers. May have contact with other County departments, Purdue Extension, Soil and Water Conservation District, Convention and Visitors' Bureau, LCYC, and the public for the purpose of providing educational and cultural enrichment, and exchanging information.
- Incumbent reports directly to Interpreter/Naturalist. If the Interpreter/Naturalist is absent, the incumbent reports directly to the Park Director.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties outdoors, involving varying weather conditions and temperatures, daily sun exposure, standing/walking for long periods, sitting/walking/running at will, walking on uneven terrain, swimming, driving, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close/far vision, depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Seasonal Interpreter/Naturalist for the Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name