

Assistant Naturalist

Employment Opportunity

Posted: January 24, 2025
Title: Assistant Naturalist
Program: Education
Supervisor: Wahkeena Site Manager
Status: Full-time, Non-exempt
Work Schedule: 40 hours per week, most weekends, and some evenings, varies seasonally
Starting Pay Range: \$ 17.00-22.00 per hour

POSITION SUMMARY

Plan, develop, and implement creative and innovative interpretive programs and services. Provide expertise in natural and cultural history to staff and the public. Position is located primarily at Wahkeena Nature Preserve but may vary during seasonal closure of the preserve and/or as needed to fit park district needs.

PRIMARY DUTIES & RESPONSIBILITIES

- Plan, develop, and present creative and innovative natural and cultural history interpretive programs for the general public and target audiences.
- Maintain and staff Nature Center during open hours.
- Provide high quality care for live program animals and integrate animals into nature center displays and interpretive programs.
- Participate in the development and creation of nature center displays and exhibits, self-guided trails, program booklets, and interpretive signage.
- Explore new programming initiatives, develop partnerships, and identify new outreach opportunities.
- Schedule outreach programs/field trips.
- Work with volunteers.
- Respond to inquiries from the public.
- Perform field surveys and inventories of plants and animals; assist with natural resource management, invasive species removal, and habitat improvement projects as needed.
- Assist with special events and represent FCPD at various park and community events.
- Maintain inventory of supplies, materials, and equipment.
- Maintain organization, storage, and records of scientific collections.
- Prepare, maintain, and submit records on time.
- Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES



- Education/Experience: Associate, bachelor's, or advanced degree in natural resources, education, environmental science, or related field and experience in non-formal education or interpretation.
- Attendance: Being present at work is an essential function of the position.
- Communication skills: Able to effectively and professionally communicate in both verbal and written formats and the ability to use FCPD technology as a tool for education, communication, and administration.
- Reasoning ability: Ability to carry out instructions and deal with problems involving few variables within a familiar context. Ability to read and understand manuals. Ability to work with a minimum amount of supervision. Ability to carry out instructions; ability to define problems, collect data, establish facts, and draw valid conclusions.
- Physical demands: While performing the duties of this job, the employee is regularly required to walk, talk and hear, regularly lift objects up to 25 pounds (occasionally up to 50 pounds), and hike up to two miles. The employee is frequently required to stand; use hands to handle, grasp, or feel objects, tools, or controls; and reach with hands and arms, etc. The employee is occasionally required to sit, climb or balance, and stoop, kneel, crouch, or crawl.
- Work environment: Employee regularly works in outside conditions including extreme heat and inclement weather. Frequently works with large groups of park visitors across a wide variety of ages.
- Technology: Employee is required to use point-of-sale system (handle money, make change, input credit card transactions, etc.) and use Microsoft Office Suite and Windows OS software and hardware to schedule programs, complete forms, provide reports, update Wahkeena website/blog, etc.
- Licenses, registrations: Possession of a valid Ohio driver's license.
- Additional skills: Relevant knowledge of Ohio's flora, fauna, and ecosystems and willing to continually develop relevant skills and knowledge. Ability and willingness to cooperate with coworkers on group projects. Ability to complete routine forms, use word processing software and hardware.

MINIMUM QUALIFICATIONS

- Valid Ohio driver's license and/or CDL and insurable by park district's automobile policy
- Associate degree in natural resources, education, environmental science, or related field and 2 years of experience in non-formal education or interpretation, or bachelor's degree in fields listed above, or 6 years of experience in non-formal education or interpretation.
- Ability to regularly lift up to 25 pounds and hike up to two miles.

Qualified candidates should send a cover letter, résumé, and three professional references by email to Chad Reed at creed@fairfieldcountyparks.org by 4:00 p.m. on February 21, 2025.

This listing will be open until February 21, 2025, or until the position is filled.

Fairfield County Park District is an Equal Opportunity Employer

All positions require a pre-employment drug screen test and background check.

