

LAKE COUNTY PARKS & RECREATION

Job Description

Position Title: Naturalist Assistant
Park Location: Gibson Woods
Division: Planning and Natural Resources
Supervisor: Park Manager/Ecologist
Classification: Non-Exempt
Salary: \$9.00/ hour

Primary Responsibilities: Under the direction of the manager, performs a wide variety of tasks, including, but not limited to, nature-based programming, day to day operations of park site and supports nature center activities and customers.

Essential Functions of the Job: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties vary by park location.

- * Provides exceptional customer service in a courteous, friendly, tactful manner.
- * Performs a variety of duties in connection with nature-based programming that may include environmental education, outdoor recreation and seasonal events.
- * Assists in planning, developing and implementing programs and special events.
- * Assists in preparing written materials for possible display or for distribution to schools and/or partners of Lake County Parks.
- * Informs and advises general public on nature center, environmental education and preserve topics.
- * Supports the maintenance of a clean and healthy environment for display wildlife by adhering to strict sanitary codes and practices.
- * Supports care and feeding for captive display animals according to prescribed formulation of dietary needs.

Knowledge, Skills, Abilities:

- * Ability to research and prepare information for presentation through displays, exhibits and other written and graphic illustrations.
- * Ability to interact with the public and to courteously respond to inquiries about the facility and programs.
- * Ability to understand the needs, characteristics and behavior of wild animals.
- * Ability to work independently without close supervision.
- * Ability to operate small tools and equipment and to assist with equipment repair and maintenance.
- * Knowledge of basic principles of related subjects as may pertain to services and operations of the preserve and its natural resources

Competencies:

- * Communication Proficiency
- * Customer/Client Focus
- * Decision Making
- * Ethical Conduct
- * Initiative
- * Problem Solving/Analysis
- * Strategic Thinker
- * Teamwork
- * Time Management
- * Thoroughness

Qualifications: Must be 18 years old. High school diploma or GED required. Preferred science-related degree or working toward a science-related degree and preferred 2 years or more of experience providing activities, programs or workshops related to environmental topics.

Licensing & Certifications: Valid Indiana Driver’s License.

Physical Requirements: 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.

Physical Demands

Overall Physical Strength Demand (*Moderate*)

Lift and/or exert force up to 50 lbs. occasionally, 10 lbs. frequently or insignificant amounts constantly or requires walking or standing to significant degree.

<i>Codes</i>	<i>Physical Demands</i>	<i>Codes</i>	<i>Physical Demands</i>
F	Standing	C	Sitting
F	Walking	C	Lifting
F	Pushing/Pulling	C	Carrying
C	Reaching	C	Handling
C	Fine Dexterity	C	Kneeling
C	Crouching/Bending	C	Crawling
F	Repetitive Motion	C	Twisting
C	Balancing	C	Climbing
C	Vision (Correction Required)	C	Hearing
C	Talking	C	Foot Controls (Driving, Operating Equip, Etc.)

Continuously (C) Frequently (F) Occasionally (O) Rarely (R) Never (N)

Environmental Factors

<i>Codes</i>	<i>Health & Safety</i>	<i>Codes</i>	<i>Environmental Factors</i>
W	Mechanical Hazards	D	Dirt & Dust
W	Chemical Hazards	D	Extreme Temperatures
W	Electrical Hazards	D	Noise & Vibration
M	Fire Hazards	W	Fumes & Odors
R	Explosives	D	Wetness/Humidity
R	Communicable Diseases	W	Darkness or Poor Lighting
N	Physical Abuse		Other (specify)

Daily (D) Several Times/Week (W) Several Times/Month (M) Seasonally (S) Rarely (R) Never (N)

Machines, Tools, Equipment & Work Aids Used: Hand tools, basic office equipment, cash register, basic cleaning tools.

Vehicles Used: Park passenger and utility vehicles.

Work Environment: This is a part-time position and hours of work and days vary by park site needs.

While performing the duties of this job, the employee must be able to work alone and is exposed to inclement weather conditions. Additionally, the employee may be required to work flexible hours, weekends, extended shifts and holidays.

Other Duties: Please note, this job description is not designed to cover or contain a comprehensive listing of activities. Duties, responsibilities and activities may change at any time with or without notice.

Equal Employment Opportunity: The Lake County Parks and Recreation Department provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Lake County Parks and Recreation Department complies with applicable state and local laws governing nondiscrimination in employment in every location in which the department has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The Lake County Parks and Recreation Department expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Lake County Parks and Recreation Department's employees to perform their job duties may result in discipline up to and including discharge.

The employee is expected to adhere to all company policies while employed. I have read and understand this explanation and job description.

Employee Signature

Date