



Muskingum Watershed Conservancy District Position Description and Requirements

Position Title:	Naturalist	Date:	December 19, 2016
Department:	Recreation	Classification:	Seasonal (S)/ Variable (V)
Reports to:	Park Mgr and/or Asst. Park Mgr	FLSA Status:	Non-exempt
Directly Supervises:	None		

Summary of Responsibilities

Under the direction of the Program Coordinator, provides or presents educational programs about the park's natural or historical assets and outdoor recreation opportunities through a variety of techniques to various park audiences.

Practices standard MWCD safety procedures in performing job duties and assists other MWCD personnel as required.

Provides excellent customer service when interacting with MWCD guests.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions *include the following. Other duties may be assigned.*

Prepares and presents educational programs about the park's natural or historical assets to all age groups of daily and camper guests. Tracks program participation and prepares reports for the same. Assists in producing the park activity schedule and assists with activities and special events where appropriate.

Interprets and supports MWCD programs, parks, and procedures

Promotes litter cleanup.

Provides campfire programs, nature hikes, pioneer crafts, slide presentations, kayak tours, and natural history related activities.

Maintains nature center displays and keeps the nature center in clean and neat order. Maintains nature center hours for public visits and inquiries. Interacts and handles live wildlife.

Develops partnerships with local agencies, groups, and youth camps to promote outdoor activities and education.

Notifies appropriate manager of any safety concerns realized while performing job duties.

Notifies appropriate manager of any customer issues that require further attention.

Skills and Abilities

Education: High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.

Experience: Prior Naturalist and customer service experience is preferred.

- Computer Skills: Basic computer skills required
- Certifications & Licenses: Driver's license valid in the state of Ohio.
- Abilities: Ability to plan and schedule a variety of activities. Ability to communicate ideas and plans to park staff and supervisor.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Other Requirements, Expectations, or Unusual Conditions

This position requires weekend, evening and holiday work. Must have a sincere interest in outdoor recreation and education. Good public communication skills are required.

MWCD has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

By signing here, I acknowledge that I have read and understand the position description and requirements for this position.

Signed _____

Date _____