

York County Job Description

Job Title: Naturalist II

Revision Date: October 2014

Full time **Part time**

Hours of Work: 8:30 a.m. – 4:30 p.m.
Weekend, evening and holiday

Hours per week: 40

Shift: first

Department No: 74

Department Name: Parks and Recreation

Reports to (title only): Manager of Education and Outreach

To be completed by the Human Resources Department:

FLSA Status: Exempt Non-Exempt

Classification:

Grade Level:

Please complete the following to ensure that the essential functions and requirements are accurate, clear and consistent with the needs of the position.

POSITION SUMMARY

Responsible for carrying out environmental education and interpretation programs, workshops, and seminars to school groups and general public. Assist in the operations of nature center, organizing volunteers, developing and planning lessons and public programs.

ESSENTIAL REQUIREMENTS

Bachelor's degree in Education, Parks and Recreation, Environmental resources or related field or equivalent combination of experience, education and training. References are required.

Job Title:

Essential Duties

1. Conduct existing and develop new natural history interpretation, environmental education, and nature recreation programs for a wide range of audiences and ages throughout the County Parks system.
2. Teach diversified environmental education programs both indoor and outdoor and develop lesson plans for pre-scheduled school, scout, and church, civic and business organizations.
3. Plan, organize, and conduct special educational and recreational events.
4. Provide front line information services on programs, County Parks and natural history topics to general public.
5. Promote parks to users and help conduct publicity for the park and park events.
6. Assist in all aspects of Nature Center/museum operations, administration and grounds management.
7. Create, develop and maintain both interior and exterior interpretative displays and educational exhibits.
8. Provide information to staff, volunteers and public about local flora and fauna.
9. Coordinate with the Manager of Education and Outreach to conduct research related to the preparation of presentations and exhibits.
10. Perform light maintenance and custodial duties as necessary.
11. Assist in solicitation of donations, grants and in-kind support programs.
12. Assist in recruiting, training and scheduling volunteers.
13. Assist in planning and writing of parks newsletter.
14. Supervise, schedule and train part-time naturalists, interns, seasonals and volunteers.
15. Develop relationships within community among fellow agencies, private conservation groups to conduct and support park programming.
16. Assist Manager of Education and Outreach with annual budget preparation and tracking.
17. Prepare reports, memos, and requisitions, as required.
18. Serve as a prime example of work place skills, safety, etc., for staff, volunteers, seasonal employees, interns, and park visitors.
19. Conduct field research/species inventory in the parks.
20. Possess a valid PA driver's license and perform assigned training (CPR, 1st Aid).
21. Other duties as assigned.

Job Title:

ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
- Understanding of Verbal Instructions Only Required
- Understanding of Written Instructions Only Required

2. Communication - English

- Excellent Verbal Communication Skills Necessary
- Basic Verbal Communication Skills Necessary
- Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- Fluent Reading
- Recognition of Signs/Symbols
- Simple Reading
- No Reading Skills Required

4. Hearing

- Ability to Hear Required
- Limited Hearing
- Hearing Not Required

5. Seeing

- 20/20 Vision with Corrective Eyewear
- Limited Vision
- Vision Not Required

6. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- Simple Counting Skills
- No Mathematical Skills Needed

7. Time

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- Several Blocks From Building
- Building Only
- Work Area
- Room Only

9. Mobility Skills

- Mobility Within the Building
- Mobility Within a Four-Block Radius
- Driving Required

Job Title:

10. Sitting

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

11. Standing

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

12. Bending

- Knees and Waist
- Waist Only
- Knees Only
- No Bending Required

13. Lifting

- Greater than 30 lbs.
- 10 - 30 lbs.
- Less than 10 lbs.
- No Lifting Required

14. Reaching

- Greater than 6 Feet
- 2 - 6 Feet
- Less than 2 Feet
- Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.