

York County Job Description

Job Title: Seasonal Environmental Educator

Revision Date: December 2015

Full time X Part time

Hours of Work: Varied

Hours per week: Varied

Shift: Seasonal, Varied

Department No: 74

Department Name: Parks

Reports to (title only): Park Naturalist

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 developing and implementing age appropriate lesson plans that include crafts, activities, hikes, canoe trips, snacks, songs, etc. for 8, week-long summer programs for ages 3-13. Responsible for communicating with parents/guardians of each program participant about details for the week, health and medication forms, as well as any issues/concerns that may arise.

This position falls under the Child Protection Services Law and requires applicant to pass background screening.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organize week long classes including the activities for each week, including daily lesson plan.

Supervise, teach, and lead the students in each class, overseeing take-home projects, hikes, and special presenters in both an indoor and outdoor setting.

Work effectively with all students including any special needs or allergies as indicated on their registration/health form.

Prepare all parent and all student communications including schedule of activities and any special instructions or equipment they may need for a particular day.

Acquire needed supplies for each week following county purchasing procedures.

Work within established budget.

Maintain registration records as they arrive in mail after employment begins.

Report any problems with students or bus driver to supervisor.

Fill out each report for all minor incidents and give report to supervisor.

Review, plan for, and design game plan for possible scenarios to parents, discipline, staffing issues, weather, etc.

Assist with public programs and other duties around the nature center.

Time Period: Positions limited to Park needs between May 23 thru August 19. That is, the position is approved for only that calendar year and subject to normal hiring practices.

Pay: \$10.00/hr

Work Sites: Reports to assigned locations & perform duties park-wide.

Information: Contact York County Parks at 717-840-7440 or 717-840-7403 (f) or visit our web site at www.yorkcountyparks.org.

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

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.