

MILLS COUNTY CONSERVATION BOARD

JOB DESCRIPTION

POSTION TITLE: **Naturalist Intern** – part-time seasonal

REPORTS TO: Naturalist or Director

SUPERVISES: -----

DEFINITION OF POSTION:

This position is a seasonal part-time position under the direction of the County Naturalist. The Naturalist Intern is responsible for the development and presentation of educational programs and projects that promote conservation ethics, environmental education and natural resource appreciation of County parks, facilities and properties.

ESSENTIAL FUNCTIONS:

- Develop, plan, coordinate and present conservation, environmental education and interpretive programs for civic and social organizations, youth and adult groups, park and area visitors and the general public.
- Organize and lead recreational activities in the County parks including but not limited to day camps, camping, hiking, climbing and canoeing.
- Maintain program attendance reports.
- Coordinate public relations and informational programs through interpretive programs and displays, brochures, fair booth, trail guides, and news releases.
- Provide information on facilities, rules and regulations, and other services as required or assigned to the public.

MARGINAL FUNCTIONS:

- Assists in planting trees and shrubs for wildlife habitat and in park areas.
- Assist in the moving of tables, chairs, cabinets, desks and other office furniture and equipment.
- Perform other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABLITITY:

- Demonstrate skill, knowledge and teaching ability in natural resources and environmental subjects.
- Knowledge of youth and youth development, and skills in implementing creative educational programs.
- Advanced knowledge of and ability to utilize public speaking techniques to present information to a wide variety of individuals.
- Advanced knowledge of and ability to plan and participate in outdoor recreational activities such as hiking, camping, canoeing, fishing and bird watching.
- General knowledge of resource management practices, basic field identification of plants and animals, and interpretation of local natural history.
- Good writing skills.
- Good communication skills.
- Ability to understand and follow both oral and written instructions.
- Ability to establish and maintain effective working relationships with the general public, supervisor and fellow employees.
- Ability to plan and organize a personal work schedule, set priorities and meet deadlines with minimal supervision.
- Responsible for proper use and care of equipment and vehicles.
- Responsible for following standard safety operating procedures

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Must possess a valid driver's license.
2. Must be 18 at the time of hire.
3. Pre-employment physical and drug test is required.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work is performed either indoors in an office setting or outdoors, in inclement weather and over rough terrain. Incumbent must be able to work in all climatic conditions ranging from

intense heat to extreme cold, with snow and / or ice. Individual mobility is also required to attend public meetings and visit job sites at various places within the county.

While performing the duties described, the employee is required to stand, walk, kneel, stoop, climb or crawl; use hands to finger, handle, feel, or operate objects, tools, or control; and reach with hands and arms. Hand-eye coordination and manual dexterity are necessary to operate computers, tools, vehicles and various pieces of equipment. The incumbent must have the ability to lift and carry office supplies or other tools and equipment weighing up to 40 lbs, without assistance, and to tolerate long periods of standing or sitting. Adequate hearing and speech is necessary to communicate clearly. Must have the ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and textures associated with job-related objects and materials.

Work may be required before and after daylight hours. The incumbent occasionally works near moving mechanical parts, in high/precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk or electrical shock and vibration. The noise level is usually quiet to moderate, however may be intense dependent upon the activity performed in the field.

Work requires interaction with the general public and may be stressful when dealing with irate citizens and/or meeting deadlines.

Approximately 30-40 hours a week, including most Saturdays.

Position goes from mid-May thru August.

APPLICATION DUE:

Open till filled.

EOE