

# NATURALIST

## Job Description

<b>Name</b>	
<b>Hire Date</b>	
<b>Date In Current Position</b>	
<b>Review Month</b>	
<b>Department</b>	<b>Conservation</b>
<b>Reports to</b>	<b>Director</b>
<b>Position Number</b>	
<b>Warren County Pay Grade</b>	
<b>FLSA Status</b>	
<b>Supervises Others</b>	<b>No</b>
<b>Document Control Responsibility</b>	
<b>Approved by</b>	<b>Director</b>

### Position Summary

The Naturalist is an entry level position that develops, promotes, and implements education programs for ages pre-kindergarten through senior citizen that are designed to inform and garner public support for environmental concerns and issues. Uses resource materials and own experiences to create lesson plans and present programs that will provide desired objectives.

### Compensation

The Naturalist is an hourly position on Grade 10 of the Warren County pay matrix: starting salary is \$20.62 per hour. Benefits include uniform allowance, health, optical, and dental insurance.

### Essential Functions

- \* Presents programs to promote positive attitudes toward the environment and to provide basic ecological knowledge
  - \* Evaluates the attainment of specific educational programs specific goals and objectives
  - \* Stays current on educational programs through publications, conferences, and workshops to acquire familiarity with capability to deliver services and activities
  - \* Provides periodic updates and reports to the E.E. Coordinator
  - \* Responds to public inquires concerning environmental education

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- \* Writes articles, newsletters, and press releases to promote the educational program
- \* Must have a valid Iowa's driver's license
- \* Supervises seasonal employees, interns, and volunteers in the performance of programming tasks
- \* Supervises children and adults at events
- \* Provides a positive public image for the Conservation Board
- \* Writes grants to obtain program funding
- \* Trains others (e.g. teachers) to provide programming
- \* Cares for live animals
- \* Helps design and institute interpretive displays
- \* All other duties as assigned by the E.E. Coordinator, Director, or Board

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### Education, Skills and Experience

- \* Graduation from a four year college with major course relevant to conservation
- \* Knowledge of environmental issues, concerns, and current developments
- \* Knowledge of educational theory and practice relating to the development of lesson plans, teach techniques, assessment of needs, evaluation of results
- \* Must have the ability to communicate effectively
- \* Excellent interpersonal and communication skills with other departments and staff
- \* Strong computer skills, including word processing, page layout, and presentations
- \* Basic office management skills
- \* Ability to interact with, and react to, park users and other citizens in a positive manner
- \* Ability to exercise independent judgment
- \* Ability to manage stress

### Physical Demands and Work Environment:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 50 pounds.

Work environment: The noise level in the work environment is usually minimal with occasional periods where the noise level may require hearing protection, such as the use of power tools. There are periods when exposure to the outside elements will be necessary to accomplish the needs of the department.

**General sign off:** *The employee is expected to adhere to the values as established by Warren County Board of Supervisors and represent Warren County in a positive, professional manner.*

*I have read and understand this job description and I can perform the duties of this position with or without reasonable accommodations.*

*(Circle one)*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_