

GEAUGA COUNTY PARK DISTRICT
Position Description

POSITION TITLE: *Observatory Park Naturalist*

Department: Naturalist
Supervisor: Naturalist Services Director
FLSA Status: Non-Exempt
Grade Number: 3
Employment Status: Part Time

SUMMARY:

Under the general supervision of the Naturalist Services Director, develops, prepares and presents physical and natural science interpretive programs for the general public, school groups and other targeted audiences at Observatory Park.

POSITION REQUIREMENTS: *this position minimally requires the following:*

EDUCATION AND/OR EXPERIENCE:

A four year degree from an accredited university or college in physical science, earth science, meteorology, astronomy or other related area. Minimum two years experience as an educator. Training in office practices and office equipment. Experience with reflector and refractor telescopes. Experience with planetarium projectors a plus.

CERTIFICATES OR LICENSES:

Must possess a valid Ohio Driver's License and a good driving record. Must obtain and/or be able to maintain Park District approved first aid and CPR certifications.

Required Training: All Geauga County Park District employees shall be required to complete and maintain all general mandatory training. These include, but are not limited to, emergency communications, hazardous materials, personal protective equipment, sexual harassment, violence in the workplace and fire prevention.

Other: Must be able to work alone and perform duties independently. A pre-employment Background Check and Drug Test are required. Must be able to work irregular schedules per the needs of the agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *includes the following. Other related duties may be assigned.*

- Conducts public star nights and/or planetarium shows monthly and facilitates use of Observatory Park facilities by astronomy groups, teachers and collaborators.
- Prepares and presents a variety of talks and demonstrations for walk-in visitors to Observatory Park.
- Develops and present teacher workshops and various presentations for various professional groups.
- Serves as GPD liaison and collaborates with other like-minded organizations such as the Cleveland Museum of Natural History, Great Lakes Science Center, Chagrin Valley Astronomical Society, etc.

- Recruit and team with other agencies in developing and facilitating summer science/astronomy camps.
- Completes required program paperwork, print requests and reports in a timely manner.
- Assists in the organization and facilitation of special events and other activities specific to the physical sciences (astronomy, meteorology, geology) being showcased at Observatory Park.
- Develops timely exhibits and displays and may assist in planning and implementation of major exhibits.
- Performs duties associated with facility operation including visitor reception and information dissemination; program hosting and presentation; facilitating exhibit interaction, (sales?) and exhibit/building care.
- At the request of the Marketing Dept: writes articles, assists with editing printed materials, and performs appropriate media contacts.
- Accepts and responds to science-related inquiries from the public and provides appropriate information.
- Trains, mentors and provides oversight for other staff and program volunteers in the sciences.
- Assists with maintenance of equipment, resource library materials, artifacts, photos and other computer files.
- Maintains visitation/program records and associated correspondence with related agencies and institutions.
- Requests supplies as needed. Orders and picks up supplies after approval.
- Performs other job-related duties and special projects as assigned.

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory responsibilities. Provides guidance, training and oversight for Seasonal Naturalist program and volunteers as needed.

QUALIFICATION REQUIREMENTS: *To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements and duties lists are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.*

COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:

Ability to compose routine letters, memos and similar correspondence using word processing; compile and record program related data and extract relevant reports; utilize spreadsheets and databases, as well as specialized software used at Observatory Park.

The following are examples only of equipment routinely used and are not intended to be all inclusive:

Telescopes, planetarium projector, computer, power point projectors, printer, copy machine, fax machine, telephone, camera, audio equipment, DVD, and other related items.

KNOWLEDGE:

Knowledge of local, state and federal laws, rules and regulations governing the operations of a park district, including environmental rules and regulations, conservation programs, EPA. Must have knowledge of the Agency's goals and objectives as demonstrated in the development and presentation of programs. Knowledge of research methodology and techniques and report writing.

SKILLS:

Must possess good organizational skills. Must have creative skills in order to carry out the Agency's goals and objectives. Must be well skilled in public speaking, as well as the creative presentation of programs. Must be skilled in maintaining community connections and contacts. Must be able to respond appropriately to public inquiries and concerns.

ABILITIES:

Ability to meet deadlines. Must be able to work cooperatively and effectively with staff and the public as well as collaborators with tact and diplomacy. Must be able to communicate effectively, orally and in writing. Must be able to design and develop procedures and carry them out. Must be able to solve routine and complex problems. Must be able to maintain confidentiality. Must be able to constantly present a positive public image of the Park District. Must be able to provide general maintenance to department equipment. Ability to gather, sort, collate, analyze data and report findings.

PHYSICAL DEMANDS: *The physical demands 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.*

In order to perform required physical duties of working at a computer to input data and produce printouts; answer the phone; and to operate Agency media equipment: set up displays and exhibits; type; file; retrieve items stored on shelves; carry, move or lift equipment and supplies; work with detailed documents and printed forms; perform job duties in the field, the employee must be able to stand, walk, sit, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms; may occasionally be required to lift up to 100 pounds; and is required to be able to use close vision and adjust visual focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

This employee's primary work location is Observatory Park. Will work in an office environment, as well as in the field and in public settings and off site locations.

Potential Hazards: The employee may be exposed to chemicals routinely found in office environments, such as copier toner and correction fluid. May be exposed to incidents inherent in working in the field in the course of required duties. May be exposed to hazardous weather conditions.

GENERAL EXPECTATIONS

The employee must have a commitment and sensitivity to the needs of the Park District and its constituents, as well as possess and demonstrate an appreciation of Park District philosophy and objectives. The employee is responsible to maintain confidentiality; follow chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position; may be responsible to drive motor vehicles with a valid Ohio Driver's License as required by the position; and may be required to travel, within and/or beyond the county. Responsible to attend meetings, inservices and training programs related to the position held. Responsible to obtain and/or maintain valid certification, licensure or registrations as required by the position to maintain employment. Demonstrates regular and predictable attendance.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature below signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.

Employee Signature: _____ Date: _____
Supervisor's Signature: _____ Date: _____

Distribution: Original in personnel file; c: employee, supervisor
(Naturalist; Observatory Park) 1/4/2012

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