

## **Hendricks County**

### **Job Description**

**Title:** Part-Time Assistant Naturalist

**FLSA:** Non-Exempt- Seasonal

**Department:** Parks and Recreation

**Seasonal Period-** May 4, 2019 thru  
September 6, 2019

#### **Job Summary:**

An Assistant Naturalist helps provide high quality, modern, nature based programs to the community; assist with nature center staffing; and assists in the development of exhibits and displays that will encourage the appreciation of central Indiana's natural environment.

#### **Essential Job Functions:**

- Assist with the maintenance of the nature center and proper upkeep of the facility.
- Assist with the development of modern, interactive, educational exhibits for the nature center.
- Assist with the development and presentation of environmental education and recreation programs.
- Present nature programs for groups and schools at various sites throughout the County.
- Maintain a friendly and enthusiastic approach when representing Hendricks County Parks and Recreation for park patrons, visiting groups and while engaged in community outreach functions.
- Other duties as assigned

#### **Qualifications:**

##### **Education & Experience**

Qualified candidates will have a strong base of knowledge in nature, biology and the outdoor world.

Knowledge of modern multi-media techniques used in program presentation.

Excellent written and oral communication skills.

##### **License or Certificates:**

Must possess a valid driver's license and the demonstration of a safe driving record.

#### **Working Conditions and Physical Demands:**

Duties will be performed equally in indoor and outdoor environments during all seasons of the year. This position requires the ability to walk/stand for long periods of time, walking on uneven terrain, and lifting/carrying objects weighing up to 25 lbs. The qualified candidate must be able to work weekends and some evenings. This position also requires the ability to speak and present programs clearly and effectively. A part-time Naturalist will spend time interacting with park patrons and must enjoy being the focal point of interaction with visitors.

#### **Responsibility:**

Seasonal Naturalists reports directly to the Park Naturalist.

**NOTE:** A criminal background investigation is required of ALL HCP&R employees.

I have read and understand this job description and its relationship to the position I occupy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name