

Job Description

Title: Interpretive Assistant Naturalist

Where: City of Fairlawn

Schedule: Part-time year-round, hourly (up to 29.5/week) (34-40 hours/week expected during summer months) Expected to be present at all programs and activities scheduled.

Supervision Received: Reports to Head Naturalist/Education Program Coordinator and the Director and Assistant Director of Parks and Recreation

Supervision Given: Coordinates and supervises volunteers

Duties:

- Assists in the operation of the Learning Resource Center. Answers phones, greets visitors, answers questions, shares information and provides assistance as necessary
- Ensures classroom, library, artifacts, resources, and exhibits are kept clean, neat and orderly at all times
- Flexible work hours, including weekends, evenings, and holidays, as required
- Attend Naturalist and parks departmental meetings and trainings as required
- Engage visitors at the Learning Resource Center, Fort Island Park and Fairlawn Park (Oxbow)
- Work collaboratively with the Head Naturalist
- Researches, plans, promotes, schedules, and conducts programs on natural, environmental, and cultural resources throughout Fairlawn parks. Types of programs conducted include formal presentations, mobile programs, school groups, scout troops, outreach and off-site events; for a variety of audiences and age groups, and in indoor and outdoor settings
- Develop and implement programs, classes, workshops, and seminars as well as any accompanying materials necessary for the success of park programs
- Lead interpretative hikes through the park (such as plant hikes, bird hikes and others)
- Can attend various professional development conferences and trainings throughout the year

Preferred skills:

- Willingness to learn
- Ability to move or lift heavy objects (up to 50 lbs)
- Willingness to work outdoors in all kinds of weather
- Ability to field questions and troubleshoot wildlife calls and questions
- Shows initiative, ability to work independently and as part of a team
- Exhibits a genuine interest and passion for the natural world and educating others about it
- Knowledge and understanding of the natural history of Ohio, Fairlawn Parks, and Fort Island Park in particular
- Identification skills of Ohio flora and fauna are a plus
- Ability to utilize various field guides and other resources
- Ability to direct visitors to appropriate resources and/or agencies
- Ability to use social media to post upcoming events, news items, and nature pictures from the park

- Creative ability for producing various signs, newsletters, brochures, maps, and other pamphlets as well as educational displays for the Learning Resource Center, events, and off-site kiosk set-ups
- Some knowledge of permit requirements, Ohio Department of Natural Resources rules and Ohio Division of Wildlife regulations is helpful
- Basic computer skills including Microsoft Office, Excel spreadsheets, GIS/ArcGIS
- Animal husbandry including, but not limited to, cage cleaning, feeding, grooming, dispensing medications and other activities
- Animal handling (for husbandry and educational talks) including, but not limited to, mammals, reptiles, birds, amphibians, and insects.
- Some knowledge in the collection, preservation, and tagging of specimens

Other qualifying Requirements:

- Be enrolled in a college curriculum and working toward a degree in one of the sciences or in education, possess a Bachelor's degree in one of the sciences or education, or have other pertinent work experience
- Must possess a valid driver's license, pass a background check, and drug test
- Excellent interpersonal skills and ability to deal with the public and staff with a professional demeanor
- Nonsmoker/tobacco user

Salary begins at \$15.50/hour and is negotiable based on experience

Email cover letter and resume to dunnt@fairlawn.us or mail to the attention of:

Troy Dunn, Naturalist/Education Program Coordinator

City of Fairlawn

3487 S. Smith Road

Fairlawn, Ohio 44333

Deadline to apply is March 8, 2021