

# **CRAWFORD PARK DISTRICT**

2401 SR 598, Crestline, Ohio 44827

Phone: 419-683-9000 --- [www.crawfordpd.org](http://www.crawfordpd.org)

## **Position Description**

TITLE: Naturalist

PAY: \$14.00 to \$16.00 per hour, depending upon qualifications and experience

STATUS: Full-time Position; 40 hours/week; some evenings and weekends required

Paid Holidays

Health Insurance 85% employer/15% employee

Participation in Public Employees Retirement System

REPORTS TO: Director

### RESPONSIBILITIES

- Plan and coordinate educational programming with local schools and educators.
- Develop and lead new and existing nature programs (both school and public).
- Co-lead Nature Camp and oversee Junior Naturalist Club
- Assist with public communications (CPD newsletter, social media, press releases, and interviews with local media).
- Assist with live animal care.
- Assist with Park District weekend events and/or programs.
- Assist with Park maintenance when needed.
- Oversee nature camp interns and park volunteers.
- Must follow Park District protocols and procedures.
- Perform emergency duties to protect human life, Park property, and its natural features.
- Assist with operations of general facilities, including but not limited to, answering phones, cleaning/sweeping, trash removal, etc.
- Greet Nature Center visitors and assist with interpretive information concerning displays or animals.
- Construct or maintain scientific, historical, and other interpretive displays.

### QUALIFICATIONS:

- Bachelor's or Associate's in Environmental Education or other related Wildlife/Environmental Degree or at least five years of experience in a related field.
- Must be willing to submit to a background check.
- Must be willing to submit to drug testing.
- Legible handwriting and acceptable keyboard speed.
- Possess a positive attitude toward self and others.
- Possess a love for the environment and have the ability to share that passion.
- Must be energetic, well organized, reliable, and highly motivated.
- Able to effectively communicate with people inside and outside of our organization.
- Able to effectively work in a team and independently.
- Able to make decisions, analyze, and solve problems.
- Able to plan, organize, and prioritize work.
- Able to obtain and process information.
- Able to instruct individuals of all ages and ability levels.
- Able to create and/or edit written information.
- Proficient with computer software programs, especially Microsoft Office.

**Inquiry deadline is June 30, 2024.**

Be advised that the selection process may begin before June 30, 2024.

**Must provide a cover letter and resumé.**

Address to:

Board of Commissioners  
Crawford Park District  
2401 SR 598  
Crestline, OH 44827

Or email: [KHartman@crawfordpd.org](mailto:KHartman@crawfordpd.org)