

# Erie MetroParks

Board of Park Commissioners

<b>Title</b>	Program Assistant		
<b>Position Type:</b>	Seasonal, Full-time or Part-time	Non-Supervisory	
<b>Position Summary:</b>	Duties are primarily oriented to nature education and include conducting a variety of interpretive programs, events, and/or nature camp sessions. Assists with caring for various species of wild and domestic animals.		
<b>Reports To:</b>	Marketing & Program Manager or as assigned	<b>Classification:</b>	Non-Exempt
<b>Salary Range:</b>	Ohio Minimum Wage - \$12.00/hour, or commensurate with experience		
<b>Position Description</b>			
<p><b>Functions and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Assists in the planning, organization, presentation and/or hosting of public interpretive programming including evening or weekend programs, campfire programs, nature hikes, and other programs as assigned.</li> <li>▪ Assists in planning public programming as scheduled duty time allows and as assigned.</li> <li>▪ Assists in preparation of nature/wildlife exhibits, displays, posters, brochures and bulletin boards.</li> <li>▪ Assists with summer nature programming activities and special events as assigned.</li> <li>▪ Provides for the direct care and safety of children involved in nature camp programs. Lead preplanned lessons, games, crafts, snacks, recreation, and other camp related activities.</li> <li>▪ Maintains a flexible work schedule which provides for availability related to seasonal variations.</li> <li>▪ Keeps an accurate time/work records.</li> <li>▪ Meets and deals with the public in a professional, helpful and pleasant manner. Acts as a goodwill ambassador for the MetroParks at all times by seeking positive interaction with the public.</li> <li>▪ Maintains a professional, cooperative working relationship with other staff members. Contributes to team effort by accomplishing related results as needed. Works with volunteers, as required, in area of public programming and other activities as assigned.</li> <li>▪ Maintains confidentiality on sensitive issues and non-public records.</li> <li>▪ Operates common office equipment.</li> <li>▪ Wears and maintains uniform items as provided, in accordance with MetroParks policies.</li> <li>▪ Follows all policies and directives within the Erie MetroParks Employee Manual.</li> <li>▪ Operates MetroParks vehicles assigned for Program Services use.</li> </ul>			

Position Description – Seasonal Program Assistant

BPC Approved: 02/10/2012; 12/12/12; 06/24/14, 3/25/15, 9/22/15. 1/13/16, 7/26/17

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- This is a seasonal position. Days of work are flexible, Monday through Friday, between the hours of 8:00 am to 5:00 pm. Evening and weekend work will be required as job duties demand. REQUIRED TO WORK THE 4<sup>TH</sup> OF JULY HOLIDAY (ACTUAL OR OSBERVED)
- Performs other duties as assigned.

### **Skills/Qualifications:**

- At least one (1) year of post high school education in nature/recreation, environmental education, or a closely-related field or equivalent.
- Demonstrates a good understanding of natural sciences and the ability to convey this information to groups of different ages and backgrounds in an interesting and informative manner.
- Has prior experience in: camping, recreation, teaching, nature study, and child supervision.
- Ability to maintain a positive, cooperative and helpful attitude with the public and other staff.
- Ability to work evenings, weekends and holidays as assigned.
- A valid Ohio driver's license with an acceptable motor vehicle record allowing insurability by the park district's current vehicle insurance carrier under existing coverage provisions at the time of employment and thereafter. Candidates for employment may not have more than 4 total points (or equivalent penalty) issued by a recognized licensing authority for driving-related violations on their driving record at the time of employment.

### **Physical Requirements:**

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, with or without reasonable accommodations.

While performing the duties of this job, the employee is frequently required to walk, stand, bend, lift, carry, see and talk. The employee is occasionally required to crouch, reach- vertically and horizontally, handle, use hands to finger, feel and hear.

Alternates to the above qualifications are acceptable as approved by the Executive Director.