

Erie MetroParks

Board of Park Commissioners

Title	Nature Center Assistant		
Position Type:	Year-Round, Part-Time	Non-Supervisory	
Position Summary:	Connects with and engages visitors of The Roger Johnson Nature Center; processes reservations and registrations for park programs and facilities; implements passive interpretive programs that will promote nature exploration both inside and outside the nature center; maintains a clean, educational, informative physical space.		
Reports To:	Program Manager, or as assigned	Classification:	Non-Exempt
Salary Range:	\$16.30-\$23.10/hour, or commensurate with experience		
Position Description			
<p>Functions and Responsibilities:</p> <p>Nature Center Education</p> <ul style="list-style-type: none"> ▪ Welcome, greet, and assist the public in a professional, helpful, and cheerful manner. ▪ Enhance visitor experience by providing detailed and accurate information about the nature center’s activities, programming, and volunteer opportunities. ▪ Engage visitors in conversation about Erie MetroParks mission and our role within the community. ▪ Maintain interactive children’s play displays within the Nature Center. ▪ Create, develop, and implement passive interpretive programming that promotes nature exploration both inside and outside of the nature center. ▪ Maintain and upkeep park flyers, trail maps, and park brochures for public dissemination. ▪ Help to maintain a safe, clean, and welcoming space within the nature center (including windows, doors, Plexiglas, kitchen area, and bathrooms) ▪ Assist the programming department with administrative tasks as assigned. <p>Guest Services Reception</p> <ul style="list-style-type: none"> ▪ Open and close The Roger Johnson Nature Center according to published hours. ▪ Process reservations and registrations for programs, shelters, community gardens, and other park facilities. ▪ Answer the telephones, route incoming calls and emails, and prioritize and relay messages in a timely and accurate manner. ▪ Accept payments from the public for established park fees and assist in balancing and preparing accounting reports. ▪ Sort and route incoming/outgoing mail as assigned. 			

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- Maintain professional, cooperative working relationships with other staff members.
- Follow all policies and directives within the Erie MetroParks Employee Manual.
- Wear and maintain uniform items as provided and in accordance with MetroParks' policies.

Work Hours

- This is a part-time position. 2-3 days per week. The days of work are Tuesday through Saturday, between the hours of 10:00am to 4:30pm. Occasional evening and weekend work will be required as job duties demand.
- Perform other duties as assigned.

Skills/Qualifications:

- Preferred: a two-year degree in natural science education or interpretation, or a two-year degree in a related field from an accredited college or university.
- Relative experience as a volunteer or employee of a park or nature conservation organization for at least two years.
- Ability to maintain a positive, cooperative, and helpful attitude with the public and other staff.
- Experience in office practices and procedures, with computer proficiency and knowledge of telephone etiquette.
- Valid training in CPR, Standard First Aid, and Bloodborne Pathogens at the time of employment or within the introductory period and thereafter as instructed by 9.1.2.10 Safety Training in the Employee Guide.
- A valid 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 accommodation.

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

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