

BUCHANAN COUNTY

Position: Seasonal Interpretive Naturalist Intern

Supervises: None

Department: Conservation

Gives work direction to: None

FLSA Status: Non-Exempt – Non Bargaining Unit

Reports to: Interpretive Naturalist and/or Executive Director

Revision date: January 30, 2017

POSITION SUMMARY

At will position approved by the Conservation Board. Under the general supervision of the Interpretive Naturalist and/or Executive Director, assist in the planning, developing, and coordinating of environmental education and interpretive programs for schools and other youth groups, adults, and the general public in order to create a more environmentally literate citizenry.

ESSENTIAL JOB DUTIES

- Assist with, and develops, lesson plans, curricula, and related educational materials for use in educating the public and targeted groups about nature, conservation, and the environment.
- Assist with, and provides presentations to, groups including; **but not limited to:** schools, youth groups, civic clubs, volunteer organizations, senior citizens, individuals with disabilities, camps, and the general public.
- Assist teachers and other educators and youth leaders in areas pertaining to teaching styles, nature, conservation practices, and the environment.
- Assist with, and develops, printed materials and educational displays including; **but not limited to:** articles, news releases, pamphlets, brochures, handouts, videos, A-V programs, interpretive displays/exhibits, signs, and self-guided trails, and maintaining live animals exhibits.
- Represents the department with good public relations efforts, and plans and implements fund-raising relative to the environmental education program.
- Assist other staff members in caring for live animals in exhibits, implementing habitat management, and general maintenance.
- Must maintain a valid State of Iowa Driver's license and be insurable under the County's guidelines, with possession of a valid State of Iowa Class D (Chauffeur's) License preferred, but not required.
- Must pass a thorough fingerprint search conducted by local, state and national files as required for child and dependent adult abuse.

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Ability to demonstrate or assist with outdoor skills such as; **but not limited to:** canoeing, camping, fishing, hiking, etc.
- Ability to express creativity, enthusiasm, good judgment, initiative, flexibility, poise, sense of humor, willingness to grow professionally in the field.
- Ability to safely push, pull, and lift a minimum of sixty (60) pounds with ease, and to stand, walk and sit, for extended periods of time. The employee will also be required to maneuver rough terrain on foot as well as perform outdoor activities such as: canoeing and backpacking.
- Ability to grasp understanding of various arts relevant to nature interpretation, with a certain degree of proficiency in arts and crafts.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Continued)

- Ability to learn and understand, interprets, and explains conservation laws, principles, and practices.
- Ability to grasp understanding of the use of curricula, teaching methods and learning styles.
- Ability to apply problem solving skills to define problems collects and analyzes data, establish facts, and draw conclusions.
- Ability to establish and maintain professional and effective working relationships with staff, children, and outside agencies/organizations.
- Ability to adequately speak before audiences with poise, voice control, and confidence using correct English.
- Basic knowledge of various hand and carpentry tools.
- Basic knowledge of nature field ID, ecology, conservation principles and practices, outdoor skills, and the environment.
- Knowledge of basic office practices and the ability operate a computer and various software applications.

ENTRY REQUIREMENTS

Education/Training: High School Degree or GED, with some post-secondary education in natural resources or a related field.

Work Experience: Emphasis given to past work experience that demonstrates ability to work with children and communicate effectively to a variety of audiences.

Required licenses, registrations and certifications: Possession of a valid State of Iowa Driver's license and be insurable under the County's guidelines. Possession of a valid State of Iowa Class D (Chauffeur's) License is preferred, but not required. Must pass background check for dependent adult and child abuse.

Required post-offer physical examinations: Must meet all requirements as outlined in the employee handbook.

Required drug testing: Drug testing shall be required as allowed by state law.

Residency requirement: None.

Other testing required: None.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee does considerable amount of physical activity which includes; **but not limited to:** walk; run; climb; sit; stand for extended time periods; turn; twist body; bend; crawl; use hand to finger manual dexterity, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop; talk and hear. The employee will also be required to maneuver rough terrain on foot as well as outdoor activities such as: canoeing and backpacking. The employee must occasionally push/pull or lift up to sixty (60) pounds.
- Specific vision abilities required by the job include near vision, far vision, depth perception, color vision, peripheral vision, and the ability to adjust focus.
- *Work Environment:* Environments can vary, work is performed both indoors or outdoors which may include exposure to hazards associated with equipment, machinery, and ungraded terrain, or elements such as mosquitoes, ticks, and various plants, pollens, and fungi. While performing the duties of this job, the employee is occasionally exposed to dirt, dust, traffic noise, various extremes of temperature and may require use of protective devices such as gloves, masks, etc... The noise level in the work environment is usually moderate to high.

HOURS OF WORK

This is a seasonal position that generally will work forty (40) hours per week during a seven (7) day period for which the customary annual employment is six (6) months or less. May be required to work additional hours or to change hours with minimal notice because of operational needs.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
4. The Conservation Board reserves the right to change or reassign job duties or combine positions at any time.
5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Executive Director Signature

Employee Signature

Date

Date