



**GEAUGA COUNTY PARK DISTRICT  
Position Description**

**POSITION TITLE: Seasonal Camp Naturalist**

Department: Naturalist  
Supervisor: Chief Naturalist  
FLSA Status: Non-Exempt  
Employment Status: Seasonal: 40 hours X 10 weeks  
At-Will Employment

**SUMMARY:**

Under the supervision of the Chief Naturalist and Camp Coordinator (s), implement hands-on, recreational and experiential activities developed for the Chip Henry Outdoor Adventure Summer Camps. Summer camps will run most weekdays between May 28, 2019 and August 12, 2019.

**POSITION REQUIREMENTS: *this position minimally requires the following:***

**EDUCATION AND/OR EXPERIENCE:**

High School diploma or equivalent, with minimum 2 years of college level coursework in recreation, education, ecology or other natural sciences. Possession of, or working towards a college degree related to environmental education, science education or recreation preferred. Previous experience in a camp, recreational or educational setting advantageous.

**CERTIFICATES OR LICENSES:**

Must possess a valid Ohio Driver's License and a good driving record. Must obtain and/or be able to maintain Park District approved first aid and CPR certifications.

**Required Training:**

Satisfactorily complete basic kayak class, kayak rescue training, GPS training, first aid, and other instructional sessions provided during the staff training. All Geauga County Park District employees may be required to complete and maintain all general mandatory training. These may include, but are not limited to, emergency communications, hazardous materials, personal protective equipment, sexual harassment, violence in the workplace and fire prevention.

**Other:**

Must possess reliable transportation to and from the starting work location. Must be able to work under adverse weather conditions.

The majority of work days will be 8:30AM-4:30PM providing continuous supervision of campers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: *includes the following. Other related duties may be assigned.***

Assists in the preparation and presentation of science and recreation-related activities for youngsters enrolled in week-long camp sessions, specified for 5<sup>th</sup> – 7<sup>th</sup> graders and 8<sup>th</sup> – 10<sup>th</sup> graders.

Adventure Camp staff conduct instructional sessions related to fishing, kayaking, biking, GPS and hiking followed by outings to various Geauga Park District facilities for each of these recreational activities, also including astronomy topics, model rocketry,

telescopes/spotting scopes and related topics. Camp staff occasionally work with recreation staff to assist campers on a high-ropes course; camp staff use of the course is optional.

Assists with the care and maintenance of programming equipment.

Serves as van driver to shuttle campers as required.

Familiarizes themselves with park district policies, facilities and public program options related to their position.

Maintains positive attitude and cooperates with other staff to successfully present and evaluate the proposed camp activities.

Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibility. May oversee volunteers.

**QUALIFICATION REQUIREMENTS:** *To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements and duties lists are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.*

**COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:**

May be required to use internet, email, PowerPoint, word processing and other related software programs.

*The following are examples only of equipment routinely used and are not intended to be all inclusive:*

Experience in use of various audio visual equipment for presentations, including PA systems, projectors, and digital cameras.

Previous experience with selected recreational equipment (canoes, kayaks, rod & reel, GPS, bicycles)

**ADDITIONAL INFORMATION:**

Must be able to and enjoy interfacing with pre-teens and young teens. Possess creative thinking skills.

**KNOWLEDGE:**

Knowledge of basic recreational practices and natural sciences. Knowledge of Park District's mission and goals.

**SKILLS:**

Skill in communications, orally and in writing. Skill in effective public speaking.

**ABILITIES:**

Ability to follow written and oral instructions. Ability to safely use audio/visual equipment and vehicles as required. Ability to conduct presentations and camper instructional sessions; prepare and present talks and demonstrations. Ability to work effectively and cooperatively with campers, fellow workers and their parents, with tact and diplomacy.

**PHYSICAL DEMANDS:** *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

In order to perform required physical duties of retrieving items/equipment/tools stored on shelves; and to carry, move or lift equipment, materials and other work related objects; as well as prepare exhibits and displays: The employee must be able to stand, walk, sit, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms; routinely required to lift up to 25 pounds and may occasionally be required to lift up to 50 pounds; and is required to be able to use close vision and adjust visual focus. The employee should be able to accompany campers on bicycle and kayak trips.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

This employee normally works in the outdoors, as well as in a classroom or office environment.

**Potential Hazards:** The employee may be exposed to environmental hazards and adverse weather conditions.

**GENERAL EXPECTATIONS:**

**The employee must have a commitment and sensitivity to the needs of the Park District and its constituents, as well as possess and demonstrate an appreciation of Park District philosophy and objectives.** The employee is responsible to maintain confidentiality; to follow the chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position; may be responsible to drive motor vehicles with a valid Ohio Driver's License as required by the position; and may be required to travel, within and/or beyond the county. Responsible to attend meetings, in-services and training programs related to the position held. Responsible to obtain and/or maintain valid certification, licensure or registrations as required by the position to maintain employment. Demonstrates regular and predictable attendance.

**AT-WILL EMPLOYMENT:**

Geauga Park District (GPD) is an "at-will" employer. This means that GPD may terminate Employee's employment at any time, with or without cause, and that Employee may terminate Employee's employment at any time, with or without cause. GPD makes no promise that Employee's employment will continue for a set period of time, nor is there any promise that it will be terminated only under particular circumstances. No raise or bonus, if any, shall alter Employee's status as an "at-will" employee or create any implied contract of employment. Discussion of possible or potential benefits in future years is not an expression or implied promise of continued employment.

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**This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature below signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*An Equal Opportunity Employer  
And Service Provider*