



HENDRICKS COUNTY PARKS & RECREATION

JOB ANNOUNCEMENT:

ASSISTANT PARK NATURALIST

Hendricks County Parks and Recreation is seeking an enthusiastic, experienced individual to serve as an Assistant Naturalist at our McCloud Nature Park. This position will assist the Park Naturalist with program development, presentation, and advertising; exhibit design; nature center staffing and maintenance; and writing press releases. Qualified candidates will have a strong base of knowledge in nature, biology and the outdoor world and possess excellent interpersonal communications skills.

Job Description

Title: Assistant Naturalist

FLSA: Non-Exempt- Part-Time

Department: Parks and Recreation

Pay Band: \$9.00 - 11.00

- 25-35 Hours per week (Often working weekends)
- This position is NOT eligible for benefits

Job Summary:

To help provide high quality, modern, nature based programs to the community; assist with nature center staffing; and assist in the development of exhibits and displays that will encourage the appreciation of central Indiana's natural environment.

Essential Job Functions:

- Assisting with maintenance of the nature center and proper upkeep of the facility.
- Assisting with the development of modern, interactive, educational exhibits for the nature center.
- Developing and assisting with the presentation of public programming.
- Writing press releases and developing advertising materials for upcoming programs and events.
- Presenting nature programs for groups and schools at various sites throughout the County.
- Maintaining a friendly and enthusiastic approach when representing Hendricks County Parks and Recreation for park patrons, visiting groups and while engaged in community outreach functions.
- Other duties as assigned

Qualifications:

Education & Experience

Qualified candidates will have a strong base of knowledge in nature, biology and the outdoor world.

Knowledge of modern multi-media techniques used in program presentation.

Excellent written and oral communication skills.

License or Certificates:

Possession a valid driver's license and the demonstration of a safe driving record.

Working Conditions and Physical Demands:

Duties will be performed equally in indoor and outdoor environments during all seasons of the year. This position requires the ability to walk/stand for long periods of time, walking on uneven terrain, and lifting/carrying objects weighing up to 25 lbs. The qualified candidate must be able to work weekends and some evenings. This position also requires the ability to speak and present programs clearly and effectively. The Assistant Naturalist will spend time interacting with park patrons and must enjoy being the focal point of interaction with visitors.

Responsibility:

The Assistant Naturalist reports directly to the Park Naturalist.

Applications may be downloaded at www.hendrickscountyparks.org/getinvolved.html or picked up in person at the Hendricks County Human Resources Department.

***NOTE:** A criminal background investigation is required of ALL HCP&R employees.

To Apply:

Applications may be sent to:
Hendricks County Human Resources Department
355 S. Washington Street #217
Danville, IN 46122

Questions may be e-mailed to: hcparks@hcparks.net