

MACON COUNTY CONSERVATION DISTRICT

Job Title: Weekend Naturalist
Department: Program Services
Reports To: Director of Program Services
Position Status: Non-exempt
Job Code: 591

Summary:

Greets visitors and provides assistance and information to the public at Rock Springs Nature Center for a few weekend days per month. Develops and presents educational programs for youth and adults on a variety of topics, including wildlife, ecology, and Illinois history.

Qualifications:

Associate's degree or equivalent from a two year college or technical school; or equivalent combination of education and experience in a field of study that includes biology, forestry, history, zoology, botany, or environmental education. Must have a valid Illinois driver's license. First aid and CPR certification, or ability to obtain within six months of hire. Successful completion of a background check and drug screen.

Essential Functions:

1. Conducts programs on hiking trails, in the Nature Center, historic sites, and at other facilities; interpreting, explaining and answering questions concerning ecology, habitat, flora, fauna, and human interaction with the environment.
2. Researches and develops materials for use in interpretive programs, organizes presentation materials to enhance the programs.
3. Greets visitors and provides general and specific information over the phone or in person.
4. Plans activities, prepares informational materials, and leads activities related to history and nature topics.
5. Assists with activities for special events.
6. Assists with room and pavilion preparations, set up and take down as needed.
7. Assists with animal care, bird feeding, and Window on Wildlife display area.
8. Assists with light janitorial duties during downtime, including vacuuming and dusting.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties described above.

Marginal Functions:

1. Supervises volunteers who help with nature and history programs.
2. Must be capable of working independently.

Psychological Considerations:

1. Must be capable of working with people of all ages.
2. Must be able work with wildlife including reptiles and insects.

Physiological Considerations:

1. Must be able to lift up to 25 pounds.
2. Ability to stand, walk, and sit.
3. Physical dexterity and fine motor skills to operate computer and audiovisual equipment.

Environmental Considerations:

1. Exposed to all forms of weather conditions.
2. Indoor conditions include those typical of an office.

Cognitive Considerations:

1. Must be able to solve practical problems.
2. Must be able to understand written and verbal instructions and relate them to other staff, volunteers, and public.
3. Must use good safety awareness and judgment.
4. May be required to respond to emergencies.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.