

MACON COUNTY CONSERVATION DISTRICT

Job Title: Seasonal or Intern Interpreter
Department: Program Services
Reports To: Director of Program Services
Position Status: Non-exempt
Job Code: ###

Summary:

Under direction of the Director of Program Services, the Seasonal or Intern Interpreter will develop and present programs on the natural and cultural history of Macon County. This position is expected to run from mid-May through mid-August, and will have a Monday-Friday schedule with alternating weekends. The position is up to 40 hours per week for the duration.

Qualifications:

Graduation from, or current enrollment in a biology, wildlife, ecology, zoology, history, museum, education, or other relevant program at an accredited college or university is preferred, but not required. Valid driver's license and clean driving history. Must successfully complete a drug screen and criminal background check. If applying as an intern, official internship status is not required but encouraged.

Essential Functions:

Under direction of the Director of Program Services:

1. Present educational nature and history programs both on-site and off-site, including for local libraries, school groups, scout groups, and more. Interpret, explain, and answer questions concerning ecology, history, habitat, flora, fauna, and human interaction with the environment.
2. Develop and lead the District's History Camp alongside the Historic Sites' Intern, including creating lesson plans, developing materials, prepping supplies, and presenting educational material to campers.
3. Present public tours at Homestead Prairie Farm every other weekend during scheduled open houses.
4. Greets visitors and provides general and specific information over the phone or in person.
5. Assists with planning and leads 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. Maintains satisfactory working relationships with District employees and the general public.

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.