

ASSISTANT PARK NATURALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level position which involves responsibility for assisting the Park Naturalist with the development and implementation of educational programs, special events, concerts, and athletic contests at Bowdoin Park. The incumbent will also be responsible for general maintenance related to the programs and as needed by the Parks Director. Work is performed under the general supervision of the Park Naturalist, and typically involves assignments outside the normal work week, including evenings and weekends.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in the planning, developing, and advertising of various public programs on natural history, local environment and park features;
2. Leads educational program of predetermined content to adults and students of varying age and abilities;
3. Responds to phone and email queries regarding park programs;
4. Registers various groups, such as school and scouts, for park programs;
5. Performs trail maintenance to ensure they are safe for public use, including removal of light debris/garbage, pruning of branches and notifying maintenance of potentially dangerous conditions;
6. Performs general maintenance for park programs and at the discretion of the Park Director;
7. Conducts park closure procedures at the end of business hours as set by the Park Director;
8. May perform snow and ice control activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of grounds and recreational areas maintenance sufficient to keep park facilities in operational condition;

Knowledge of park functions, operations, regulations, policies and procedures;

Ability to work with people of different age groups and backgrounds;

Ability to perform routine unskilled maintenance and custodial tasks;

Ability to lead and participate in recreational activities;

Ability to establish and maintain effective working relationships with others;

Ability to work outdoors under all weather conditions;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

ASSISTANT PARK NATURALIST (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma PLUS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and one (1) year of full-time work experience in the field of recreation, education;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time work experience as listed above;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT:

1. Eligibility for a New York State Driver License at time of application, and possession of said license at time of appointment and in order to maintain position.
2. The appointing authority may require incumbent to acquire Level One Archery Instructor Certification.
3. Incumbents must obtain certification in first-aid training within six (6) months of appointment. Such certification must remain valid to maintain position.

ADOPTED: 01/29/2016
REVISED: 01/05/2018