

ENVIRONMENTAL EDUCATION ASSISTANT
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs professional work in environmental and outdoor education for the Parks and Recreation Commission, including developing and leading educational programs both on and off-site, conducting nature hikes, interpreting, and developing indoor and outdoor exhibits, assisting in the Visitors Center, provides coordination and training of staff, and performs related duties as required. This position works under the supervision of Park Naturalist & Chief Park Naturalist.

STATEMENT OF TASKS:

- Coordinates, mentors, and trains employees of lower classifications, or as assigned.
- Develops and conducts nature hikes and environmental/outdoor educational programs.
- Maintains good public relations with park visitors and disseminates information on Parks facilities, park activities, and related park programs & events.
- Assists in the installation and maintenance of demonstrations and community gardens.
- Ensures park visitors comply with all applicable park rules and regulations.
- Conducts programs at For-Mar, other park facilities, schools, and throughout Genesee County for people of all ages and abilities.
- Operates equipment and machinery as necessary to carry out assigned duties.
- Assists in the development and maintenance of projects and exhibits.
- Performs routine maintenance and custodial duties, as assigned.
- Operates Windows-based computer and performs word processing as well as other computer programs as it relates to specific projects.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to coordinate and train other employees.
- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good Interpersonal relationships and communicate effectively.
- Ability to utilize Outlook, Access, Excel and Publisher on Windows-based computer.

MINIMUM QUALIFICATIONS:

One year experience working as For-Mar Educator and/or related experience AND college coursework in natural sciences, education, adaptive recreation, interpretation, parks and recreation, youth camps or related field.

-OR-

Two years' related experience.

SPECIAL REQUIREMENTS:

- Possession of a valid Michigan driver's license.
- Must be willing to work outdoors in a variety of weather conditions.
- Must be willing to work weekends, holidays and irregular hours as scheduled and/or directed. May be required to wear prescribed work uniform.
- Must be courteous in dealing with the general public and fellow staff members.
- Ability to physically perform the assigned work.

NOTICE: A work permit must be supplied by anyone under 18 years of age. They may be obtained at your High School or former High School.