

Position Opening Interpreter/Naturalist

The LaGrange County Department of Parks and Recreation has a position opening for an Interpreter/Naturalist.

The Interpreter/Naturalist for the LaGrange County Department of Parks and Recreation is responsible for providing environmental education and cultural resource programs.

Duties:

Coordinates and directs activities at the Nature Center, including developing and maintaining environmental displays, assisting with maintenance/upkeep of the Nature Center, and scheduling staffing and use of building.

Researches, coordinates, implements, and presents environmental and historical education programs, festivals, interpretive programs, and outdoor recreational programs for members of the community and school groups, throughout the park system.

Establishes long and short-range goals and objectives for programs and Nature Center operations.

Prepares program related public relations materials, including press releases, public service announcements, festival guide listings, newspaper columns, general flyers and handouts, signage, trade show booths, radio and television public notices. Helps maintain website and social media sites.

Recruits, trains, and supervises volunteer and seasonal staff for festivals, education programs, Nature Center, and parks.

Maintains research files on current environmental issues for community use and program presentations and updates and maintains Department archives.

Prepares quarterly newsletter to promote environmental, educational, and park programs.

Prepares various reports, including monthly program attendance, program and staff evaluations, and long and short-range educational program planning. Prepares monthly report of program activity for the Park Board.

Assists Park Director in developing wildlife, forest, and wetland habitat improvements.

Assists Park Director in writing grant applications for Park programming, development, and enhancement projects.

Oversees book store operations, including ordering inventory and tracking sales.

Operates a variety of equipment in performance of duties, including tractor, plow and chain saw.

Attends professional meetings, conferences, and staff meetings.

May provide testimony in legal proceeding/court as requested.

Performs related duties as assigned.

Education:

Baccalaureate degree in Parks and Recreation, natural resources, biology or related discipline with a minimum of two years related experience and training in the delivery of interpretive programs.

Applications are available at <https://www.lagrangecounty.org> under "Downloads." Return your completed application to LaGrange County Park Department, 0505 W 700 S, Wolcottville, IN 46795 or email to mmetz@lagrangecounty.org.

Applicants may also submit a resume with the application.

Salary: \$42,000-\$46,500

LaGrange County is an equal opportunity employer.