



## JOB POSTING

West Bloomfield Parks is looking for candidates to fill a part time **Park Naturalist (Programmer)** position.

### JOB SUMMARY:

The Part-Time Naturalist Programmer plans, develops, coordinates and delivers year round nature education programs for the community which includes: family programs, nature series, special events, school (home/public) programs, camps and preschool programs. This position also is responsible for writing staff reports, maintaining and preparing budgets and other supporting roles with other Park Naturalists.

This position coordinates with other Park Naturalists, Parks Superintendent, Recreation Superintendent and Full-Time Programmers on various tasks and projects.

For a complete job description with primary duties and responsibilities, as well as minimum qualifications, go to [www.wbparks.org](http://www.wbparks.org) and click on About Us then Employment Opportunities.

**HOURS:** Part-time, 20 hours per week, as scheduled, weekdays or weekends; During June, July and August, hours increased. Not to exceed 1200 hours per year. Additional shifts may become available for special events. See job description for details.

**HOURLY RATE:** \$18/hour

**START DATE:** Fall 2019

**TO APPLY:** To be apply for this position, **please submit a completed application and resume to:**

Human Resources

West Bloomfield Parks and Recreation Commission

4640 Walnut Lake Road

West Bloomfield, MI 48323

[hr@wbparks.org](mailto:hr@wbparks.org)

*Blank applications are available at West Bloomfield Parks. Download a copy online at [www.wbparks.org](http://www.wbparks.org).*



Recreation Activities Center  
4640 Walnut Lake Road  
West Bloomfield, MI 48323



[www.wbparks.org](http://www.wbparks.org)



[info@wbparks.org](mailto:info@wbparks.org)



248.451.1900



## **Job Description**

**Job Title: Part-Time Naturalist, Programmer**

**Department: Recreation**

**FLSA Status: Non-Exempt, Part-time**

**Salary Grade: Grade 9**

### **Position Description Summary:**

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This position coordinates with other Park Naturalists, Parks Superintendent, Recreation Superintendent and Full-Time Programmers on various tasks and projects.

### **Working Hours:**

Typical work hours will vary, Monday-Friday. Some evening and weekend work will be required.

### **Essential Function(s) of the Position:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.*

- Plan, develop, coordinate and deliver a variety of interpretive nature and paddle programs, activities and special events for the community.
- Plan, develop, and coordinate an 8 week Nature Camp program and oversee Nature Camp staff.
- Work with the Recreation team for special events and programs.
- Collaborate with the Marketing Manager and other Naturalist/Programmers to develop content and materials for the park bulletin boards and displays, recreation program brochure, and press releases to market and promote the natural areas and Trails.
- Resolve problems and exchange information together with Park Naturalists.
- Monitor customer satisfaction of recreational programs and activities via surveys and other performance measures.
- Cross train with PT Naturalist animal care and appointment focus.
- Adhere to Commission guidelines, policies and procedures.
- Other duties as assigned.

### **Education/Experience/Licenses/Certificates:**

- Bachelor's degree (or in process of) in outdoor recreation management, science, education or related area is required.
- One to two years of related experience including environmental interpretation, nature center operations, recreation programming, science or environmental

education, special events planning/management, and budget development responsibilities.

- Experience in program management.
- Experience in summer camp management including seasonal summer staff.
- Experience working in an office and outdoor setting.
- Ability to deliver highly effective customer service.
- Basic knowledge of RecPro is preferred.
- First Aid and CPR Certification within six months of hire in date.
- Must possess valid Michigan Driver's License.

**Knowledge, Skills and Abilities:**

- Strong verbal and written communication skills.
- Interpersonal skills necessary to effectively facilitate a variety of interpretive nature programs and activities for residents of varying ages.
- Ability to express ideas clearly and concisely.
- Analytical ability to develop a variety of programs, activities, camp and special events that appeal to residents.
- Ability to implement new and trendy ideas into programming, including nature education trends and ideas.
- Strong classroom management or behavior management experience.
- Must be enthusiastic and a motivational leader when working with children.
- Excellent organizational skills with emphasis on detail.
- Ability to handle questions, complaints and concerns from the public and from employees in a professional manner.
- Ability to maintain excellent customer service skills.
- Ability to organize work and be able to work independently, as well as with a team.
- Ability to exercise mature judgment and initiative in analyzing programs and recommending solutions.
- Must be productive, courteous, flexible, resourceful and creative as well as have effective work skills.
- Ability to canoe, kayak, paddleboard; Able to teach water activities preferred.
- Ability to operate various pieces of office equipment.
- Must be professional in appearance.

**Equipment, Machinery, Tools and Vehicles Used:**

Office equipment used includes computer, fax machine, large capacity printer, etc. Vehicles used include WBPRC work van.

**Physical Demands:**

This position is an office position as well as an outdoor position. Therefore must be able to sit for long periods of time at a computer work station, typing and making phone calls. However, when field time required, must be able to stand and tolerate the outdoors for long periods of time, in all elements. Must be able to lift 25 pounds.

This is a safety sensitive position and drug screenings may be required.

**Working Conditions:**

Must be able to work in a fast paced environment and able to meet various deadlines. Work involves exposure to dust, dirt, noise, live animals, pesticides and adverse weather. This position may be exposed to extreme heat and cold when field time is required. Some travel is required to various site locations, offsite meetings, continuing education opportunities and conferences.

**Reporting Relationships:**

A person in this position will report to the Park Naturalist Administrator.

*I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Executive Director Signature*

\_\_\_\_\_  
*Date*

*This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.*