



Polk County

## ASSISTANT NATURALIST (On-Call/PRN)

<b>SALARY</b>	\$17.00 - \$18.00 Hourly	<b>LOCATION</b>	IA 50109, IA
<b>JOB TYPE</b>	Part-Time Regular 30 +	<b>JOB NUMBER</b>	C23-38 On-Call
<b>DEPARTMENT</b>	Polk County Conservation Board	<b>OPENING DATE</b>	11/19/2023
<b>CLOSING DATE</b>	12/10/2023 11:59 PM Central	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	N/A	<b>HOURS</b>	TBD
<b>BARGAINING UNIT</b>	Not Applicable	<b>LOCATION</b>	Conservation Board

Polk County Conservation is looking for On-Call/PRN Assistant Naturalists to help deliver environmental education programs and seasonal activities during high participation and program periods.

Under general supervision of the Environmental Education Coordinator, implements and develops environmental education programs and seasonal activities.

This position is a variable hours on-call or as-needed (PRN), 0 to less than 29 hours per week based on programming needs.

### Illustrative Examples of Work

1. Develops, coordinates, and conducts environmental education and outdoor recreational and interpretive programs for schools, civic groups, youth groups, and the general public.
2. Assists with maintenance and construction for indoor and outdoor exhibits, including live animal displays.
3. Plans audience appropriate educational programs and activities related to natural resource management, conservation, ecology, recreation, cultural heritage, and other environmental topics.
4. Maintains records on programs and displays.
5. Assists with the development, coordination, and implementation of special events and extended programs.
6. Performs related duties as assigned.

### Required Knowledge, Skills and Abilities

- Knowledge of modern trends in conservation and environmental education.
- Knowledge of information dissemination, methods of communicating, and public speaking.
- Knowledge of the principles and practices of conservation, ecology, interpretation, and Iowa's natural heritage.

- Experience in teaching outdoor skills.
- Knowledge of Microsoft Office, web-based calendars, email, audio-visual equipment, and website programs.
- Ability to work flexible hours including evenings, weekends, holidays, and irregular hours
- Ability to read, write, edit, and communicate effectively in a variety of methods, including public speaking and program delivery.
- Ability to work independently and demonstrate a good work ethic.
- Ability to adapt in a very dynamic work setting.
- Ability to frequently lift up to 30 pounds.
- Ability to work in a variety of weather conditions and walk or stand for prolonged periods.
- Ability to establish and maintain satisfactory working relationships with supervisors, other County employees, volunteers, and the general public using courtesy, patience, and tact.

## Training and Experience

- Bachelor's degree from an accredited college or university with major course work in environmental education, interpretation, recreation, ecology, or related earth biological science, and
- Six months experience in development and presentation of environmental education programs, or
- Any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities.

### **Special Requirement:**

- Candidate must pass a post-employment offer physical examination and physical capacity testing to ensure the candidate meets the essential physical requirements of the position.
- A criminal background check is required.
- A drug screen is required.
- Ability to obtain and maintain a valid motor vehicle operator's license issued and in good standing by the State of Iowa is required.
- CPR/AED and First Aid training is required within six months of hire.

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### **Agency**

Polk County

### **Address**

111 Court Avenue Suite 390 Human Resources

Des Moines, Iowa, 50309

### **Phone**

515-286-3200

### **Website**

<https://www.governmentjobs.com/careers/polkia>