

Part-time Naturalist

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Posted	02/13/2025
County	Plymouth
Location	Hinton, Iowa
Salary	up to \$20/ hour starting

Description

Primary Purpose of Position

The primary purpose of this position is responsible for providing environmental education and recreation opportunities to citizens of, and visitors to, Plymouth County. The person in this position also performs simple and complex tasks associated with the operation, management & enhancement of the department.

Work Schedule: Non-standard work week, typically 28 hours, with some weekend, evening & holiday work required. Overnight travel is occasionally required.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the Conservation Naturalist or Director:

- Provides environmental education and recreation opportunities for the public, private, and school groups.
- Schedules programs with schools, assisted living facilities, scout troops, civic groups, etc., as well as the public throughout the year
- Recruits, trains, and uses volunteers Provides supervision of seasonal staff as needed
- May assist in natural resource management and park & facility maintenance
- May serve in various capacities in the departments prescribed fire program
- Evaluates and improves education program annually via surveys and participant evaluations
- Corresponds with local teachers and school administrators about education opportunities and trainings.
- Develops, plans, and provides non-personal interpretation through posters, flyers, brochures, displays, exhibits, social media and website

- Take reservations and collect fees from the public for the use of facilities and equipment Helps to assure facilities are clean, maintained, operable, and available for the public
- Makes appropriate purchases of materials and supplies within budget guidelines and supervisor approval
- Completes various other duties in a timely manner as assigned

Required Skills & Knowledge:

- Proficient in computer programs such as Microsoft Word, Excel, PowerPoint, Publisher, Outlook & Outlook Express, Canva & Google Apps with above average computer skills
- Basic computer, printer, and fax machine troubleshooting, networking, and maintenance
- Excellent communication skills, both written and verbal and organizational skills

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED; has or is currently obtaining Degree from an accredited college or university with major course work in the field of environmental education, natural resources, education or the equivalent in related work experience is preferred. Maintain valid Iowa motor vehicle operator's license.

Required within one (1) year of Employment:

- Acquire and maintain certification in CPR and First Aid
- Membership in professional organization
- Certification as NASP BAI

Physical and Mental Abilities Required to Perform Essential Job Functions:

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information, and must be detail oriented and possess good communication skills, including effectively and professionally communicate orally and in writing

Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to explain instruction and information to the public in a professional manner, and skilled in motivating employees.

Establish effective working relationships with employees, board members, elected supervisors, and the public, ability to work effectively with people of all ages, and basic understanding and acceptance of the chain of command.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in dealing with the general public, and the ability to remain calm and professional in stressful situations.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Must have the ability to work independently and to exercise good judgment in making decisions in accordance with regulations, ordinances and law and to efficiently process data, records and reports regarding law enforcement operations and services.

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert heavy physical activity, climb stairs, crouch, stoop, and able to lift and carry heavy materials regularly and stand for long periods of time.

Vision abilities required by this job include close vision, color vision and the ability to adjust and focus.

Environmental & Working Conditions

Includes office work, shop, field, public buildings, and crowds. Must be able to work outdoors in extreme weather conditions and exposure to injury is possible. Hazards include Custodial chemicals, Biohazards, Pesticides & Herbicides, Fire, Power Tools & medium duty equipment. Vehicle and equipment maintenance products.

Compliance

Compliance with the employee handbook, county policies, department work rules, and supervisor or elected official directives.

Click here for a full [job announcement](#) and [description](#).

Qualifications

Has or is obtaining a degree with major course work in environmental education, natural resources, education or the equivalent in related work experience is preferred. Maintain valid Iowa motor vehicle operator's

To Apply

Call 712-947-4270 for more information. Application, cover letter, resume, and college transcripts required. A link to the application can be found below. Send application packets to Plymouth County Conservation PO Box 1033 Hinton, Iowa 5102

More Information

<https://plymouthcountyiowa.gov/wp-content/uploads/2025/01/2025-employment-application-1.pdf>