

Johnny Appleseed Metropolitan Park District

Volunteer Coordinator / Outreach Naturalist Position Description

(Full-Time, Hourly, Non-Exempt)

Classification

Under the direction of the Environmental Education Supervisor, the primary responsibility of the Volunteer Coordinator / Outreach Naturalist is the coordination of the Park District's volunteer program. A person in this position is also responsible for conducting a variety of outreach programs and special events, building strategic relationships in the community, and assisting the naturalists as necessary. Programs shall reflect the Mission, Vision, and Values of the Park District while providing meaningful experiences to participants.

Essential Duties, Knowledge, and Abilities

Volunteer Coordinator Duties:

- 1) Conducts volunteer recruitment, interviewing, registration, placement, and continuing guidance.
- 2) Coordinates targeted volunteer programs, trainings, and events.
- 3) Organizes all volunteer data and records.
- 4) Collaborates with the Supervisor and all necessary departments for contacting, training, scheduling, and supervising volunteers to assist with programs and other tasks.
- 5) Coordinates volunteer efforts such as eagle scout projects, business workdays, community service projects, high school groups, etc.
- 6) Collaborates with the Supervisor, Naturalists, and the Natural Resources Department to supply volunteers for the Park District's environmental monitoring programs (flora, fauna, etc.).
- 7) Evaluates volunteer's talent, abilities, limitations, interests, etc.
- 8) Administers volunteer identification, recognition, correspondence, awards, etc.
- 9) Represents the Park District in the community for purposes of volunteer recruitment.
- 10) Manages Park District promotional products for community requests.

Outreach Naturalist Duties

- 1) Develop strong relationships with partnering agencies, stakeholders, communities, etc.
- 2) Manage, collaborate, and implement special programs, festivals, recognitions, etc.
 - a. Including: Apple Fest, Maple Fest, Amphitheater Programs, Meet the W.I.L.D., etc.
- 3) Researches, plans, promotes, schedules, conducts, and evaluates outreach programs on natural and cultural resources throughout the Park District.
 - a. Prioritizing use of the B.E.E.T.L.E., the Park's outreach vehicle.
 - b. Utilizing a variety of styles such as formal presentations, booth displays, mobile programs, off-site events, festivals, and virtual programming, etc.
 - c. For diverse audiences, ages, and abilities, including schools, community groups, families, adults, etc.
 - d. In indoor and outdoor settings and at various locations including JAMPD parks and the MEEC, village parks, and requested on-site locations.
- 4) Continues to learn and maintain knowledge of natural and relevant historical subjects, including the status and location of biological, cultural, and recreational resources in the Park District.
- 5) Prepares interpretive materials including displays and exhibits, newsletter articles, park flyers, and brochures as needed
- 6) Assists with Naturalist Department programs as needed, especially with school fieldtrips.



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Revised 12/2022

General Duties:

- 1) Represents and promotes positive image of the Park District and the Park District mission in the community, when engaging with volunteers and the public and when responding to news media.
- 2) Prepares and submits work schedules, assignments, and reports to the Supervisor.
- 3) Provides care and general maintenance of equipment, vehicles, office space and supplies.
- 4) Understands and follows the Park District Mission, Vision, Values and the employee guide.
- 5) Other tasks and duties as assigned by the Supervisor.

Minimum Qualifications

Any combination of training / experience that provides the required knowledge, skills, and abilities is qualifying.

A Bachelor's degree in nature and/or education related field is preferred for this position. Equivalent training/education/experience will be considered.

A valid driver's license with the ability to be insured within the Park District's current insurer.

Preferred Qualifications

- 1) Prior experience as an interpretive naturalist.
- 2) Base knowledge of natural sciences, environmental principles, local flora/fauna
- 3) Excellent interpersonal skills and the ability to communicate, collaborate, build and maintain effective relationships with volunteers, co-workers, partners, and the public.
- 4) Excellent organizational and communication (oral, written, visual) skills.
- 5) Ability to work flexible hours, including weekends and evenings, as required.
- 6) Ability to effectively plan programs and events assuring all necessary conditions are met, including promotion, personnel, volunteers, equipment, sites, supplies, etc.
- 7) Computer skills, including proficiency in Excel, Word, and other Microsoft Office applications.
- 8) Skill with digital programming is desirable, including graphic design, creating content for various social media platforms, etc.
- 9) Ability to communicate effectively with tact, courtesy, confidentiality, and diplomacy.
- 10) Ability to gather, sort, collate, organize, assemble, and report data.
- 11) Willingness to work with or around live education animals as well as preserved specimens.
- 12) Ability to effectively manage multiple projects, meeting deadlines and evaluating workload.

Special Requirements

- 1) May be required to supervise other personnel/volunteers.
- 2) While performing the duties of this position, the employee is regularly required to talk, hear, see, stand, walk, sit, use hands and fingers, handle, feel, reach with hands and arms, climb, balance, stoop, kneel, crouch, taste, smell.
- 3) While performing the duties of this position, the employee is required work at the computer for extended periods, work outside, occasionally hike long distances, and lift at least 25lb.
- 4) Vacation time shall be scheduled so as not to interfere with special events, additional responsibilities, etc.



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