



Bringing People and Nature Together

Forest Preserve District

OF WILL COUNTY

17540 W. Laraway Road / Joliet, IL 60433
815.727.8700 / fax 815.722.3608
ReconnectWithNature.org

LAURIE SUMMERS, President
KENNETH E. HARRIS, Vice President
AMANDA KOCH, Secretary
TYLER MARCUM, Treasurer

POSITION ANNOUNCEMENT

INTERPRETIVE NATURALIST

The Forest Preserve District of Will County is accepting resumes for a full-time Interpretive Naturalist at Isle a la Cache Museum at Romeoville, Illinois.

See the attached Position Opening outlining the position duties, education, training, experience, physical/mental requirements, and necessary special requirements. Resumes will be accepted until **Friday, May 24, 2019.**

Application Procedure: Send a cover letter and resume to:

Donna Suca, Human Resource Supervisor
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815.722.5667 (desk)
815.722.3608 (fax)
dsuca@fpdwc.org

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**FOREST PRESERVE DISTRICT OF WILL COUNTY
JOB DESCRIPTION**

TITLE: INTERPRETIVE NATURALIST
DEPARTMENT: VISITOR SERVICES
FLSA STATUS: EXEMPT **DATE REVISED:** 2016
LOCATION: VISITOR FACILITIES - VARIABLE

BASIC FUNCTION

Under direction of the Facility Supervisor, perform programming and visitor services via interpretation of both natural and cultural history of the area primarily at Isle a la Cache Museum and also periodic work at other interpretive facilities. Develop, organize, and implement interpretive and recreational programs, activities, exhibits, and events at their respective facility.

ORGANIZATIONAL RELATIONSHIPS

Reports to:

- Facility Supervisor
- Works closely with Interpretive Naturalists; Interpretive Naturalist II, Facility Office Manager, PT/Seasonal Staff as determined applicable per site

Supervises:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop and present education programming for schools and youth groups, K-12.
2. Develop and present public recreational, historical, and natural history programs.
3. Develop first-person historical characters appropriate for the natural and cultural programs; especially character portrayal for the Great Lakes Fur Trade era.
4. Under direction of Facility Supervisor, plan, budget, and develop Facility-Based Events or other District-wide events.
5. Create, plan and develop facility exhibits including concept, basic design, text writing, images, and fabrication and ability to work with professional designers/fabricators.
6. Participate in community outreach events.
7. Staff visitor facility on weekends, weekdays, and evenings as required and provide on the floor interpretation and programming.
8. Responsible for facilities, equipment, inventory, cash operations, and visitor safety.
9. Perform basic informational services for visitors.
10. Issue permits and other transaction services provided at the facilities for visitors/customers.
11. Serve on work groups to develop departmental or District-wide projects.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work independently with minimal direction

- Excellent organizational skills and communication skills both orally and written
- Excellent initiative and ability to strategically plan and create proposals
- Excellent understanding of educational philosophies, the EE community and the field of interpretation
- Experience creating budgets and managing project contracts
- Ability to work days, evenings, and weekends as required to perform job duties
- Proficient with computers for generating documents and emails, operating reservation system (ActiveNet)
- Ability to operate office equipment: Point of Sale, printer, phone
- Excellent customer service skills
- Effective communication skills, both orally and in written form
- Ability to maintain sensitive personal information in a professional secure manner
- Ability to maintain accurate records and data reports
- Proficient in math

TRAINING AND EXPERIENCE

Minimum requirements include:

- Bachelor's Degree or higher in outdoor education, education, interpretation, or biological sciences or related field
- Two years experience at an interpretive visitor facility, living history museum or historic site
- Two years experience developing first-person historical programs
- Working knowledge of education and interpretive teaching methods.
- Highly motivated, positive, and energetic
- Ability to work well in a team setting, and demonstrate follow-through, good judgement, and decision making, especially while serving the public.
- Ability to communicate in a friendly, respectful, and professional manner with the public both orally and written.
- Experience with operating and maintaining a POS system/cash register.
- Must possess and maintain a current and valid Motor Vehicle Operator's license.

WORKING ENVIRONMENT AND CONDITIONS

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires work out – of- doors in the preserves on and off trail. Weekend, weekday, and weeknight hours. Must be able to hike, bike, and canoe/kayak for extended periods of time.

Manual Dexterity: Work requires ability to lift on occasion up to 40 lbs.

Physical Effort: Work requires ability to move between sitting, standing, and walking for 6-8 hours

Working Conditions: Occasional exposure to moderately disagreeable weather in the preserves on and off trail.

Hazards: Negligible

PAY RANGE AND ANNUAL SALARY

Pay Range: Grade 9

Minimum Salary: \$43,979-\$52,774-\$63,328

