



Naturalist (Full Time)

Forest Preserve District of Kane County

Contact Name: Amy Sarro

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Closing Date:

Salary: Anticipated Starting Annual Salary: \$50,000+ DOQ

Description:

DISTRICTS MISSION

It shall be the Mission of the Forest Preserve District of Kane County to acquire, hold, and maintain lands within Kane County, which contribute to the preservation of natural and historic resources and habitats, flora or fauna; to restore, restock, protect and preserve such lands for the education, recreation, and pleasure of all its citizens.

POSITION SUMMARY

Under general supervision of the Environmental Education Manager, develops and conducts environmental education programs. Directs interns and seasonals on day-to-day operational tasks. This role is a full time/40 hours per week position that may require some evenings and weekends or special event attendance. This full time position is benefits eligible including participation in the Illinois Municipal Retirement Pension (IMRF) plan.

ESSENTIAL POSITION DUTIES & FUNCTIONS

Operations:

- Assists in the planning and preparation of District educational programs.
- Conducts on and off-site educational programs consonant with the purposes of the District to a variety of audiences, both in numbers present and the type and level of interest.
- Answers questions from the public.
- Participates in development of procedures that enhance the public participation in programs and use of forest preserves.
- Assists in research, design and maintenance of educational exhibits for the Nature Center and its outreach programs.
- Performs a wide variety of tasks in operation of the Nature Center and the Community Affairs department. Keeps general records and files.
- Assists with upkeep and maintenance of educational materials and supplies.
- Assists in preparing information for distribution to the public concerning District nature programs.
- Attends professional conferences, workshops and seminars as appropriate within budget parameters

and with Department Head approval.

- Obtains and maintains all required licenses and certifications and keeps up-to-date on professional trends and developments related to position accountabilities.

- Performs the job safely and in compliance with District policies, procedures, work and safety rules, the Employee Handbook, and applicable laws and regulations.

- Participates in District-wide educational initiatives.

Administration:

- Establishes positive relationships with community and preserve users.

- Provides input during the program development process.

- Maintains required logs and work lists, provides progress reports, etc.

- Assists with field orientation for new staff.

- Other duties as assigned.

Staff Supervision:

Supervises interns and summer seasonals; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

MARGINAL FUNCTIONS

- Upkeep of displays and exhibits.

- Shift coverage at the Nature Center.

- General maintenance and cleaning of the Nature Center.

- Participates in the hiring process of new naturalist staff.

- Performs other duties as assigned.

COMPETENCIES - GENERAL

To be successful in ANY role at the District, an individual should demonstrate the following competencies:

- Quality / Accuracy: Pays attention to details and is concerned with accuracy and thoroughness of work; looks for ways to improve and promote overall quality and makes recommendations.

- Reliability / Dependability: Performs job duties consistently and reliably; fulfills promised actions; is honest and trustworthy.

- Responsiveness / Sense of Urgency: Demonstrates a sincere willingness to help; understands the needs of preserve users; sets realistic expectations; provides prompt service; is timely.

- Planning / Organizing: Prioritizes and plans work activities; uses time and resources efficiently; develops realistic action plans.

- Judgment / Decision-Making: Possesses sound common sense and ability to solve-problems; has confidence to work independently; able to make effective decisions in a timely manner.

- Communication: Understands audience; writes and speaks in a clear and effective manner; possesses ability to vary communication style based on situation; demonstrates positive attitude in verbal and non-verbal communication; shares factual, pertinent and targeted information with others; accepts differences in communication styles – doesn't allow differences to stop operational progress or efficiencies.

- Adaptability / Flexibility: Manages change with ease and grace; able to communicate unexpected changes or delays in a way that minimizes negative impact; maintains a broad perspective.
- Teamwork / Collaboration: Establishes and maintains positive working relationships; willingly helps and finds ways to add value; recognizes the contributions of others; cooperates; builds partnerships throughout organization; respects expertise and differences of others.
- Responsibility / Independence: Accountable for own work; willingly accepts responsibility for successes and failures; possess initiative to work independently and energetically.
- Safety / Security: Actively promotes safety; personally observes safety and security procedures; uses equipment and materials properly; investigates accidents professionally and efficiently.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable skill in working effectively with the public.
- Considerable knowledge of educational principles and practices.
- Considerable knowledge of ecological concepts and management techniques.
- Ability to follow direction and communicate in English verbally and in writing, to read and understand materials printed in English.
- Capacity to utilize effective time management skills to complete assigned work.
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers.
- Ability to follow through on projects from beginning to end without direct supervision.
- Ability to communicate effectively with fellow staff and the public, both verbally and in writing.
- Ability to maintain self-control and composure in difficult situations.
- Able to make effective oral, written, and graphic presentations and publications.
- Develop, coordinate, and direct a variety of activities.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, District officials, and the general public.
- Considerable skill using a computer and its accessories and the Microsoft Office Suite software.
- Ability to travel between and among preserves/facilities using personal vehicle.
- Ability to execute the essential functions of the position with or without reasonable accommodation.

ENVIRONMENTAL CONDITIONS

Description: Outdoor environment with regular exposure to excessive noise, dust, hot and cold weather and related conditions, as well as periodic work indoors with exposure to normal office/shop conditions.

Specifics:

Weather: Regular exposure to natural and potentially extreme weather conditions.

Dust: Regular exposure to dusty conditions outdoors.

Hazards: Regular exposure to poison ivy and insects.

Other: Regular exposure to mammal and bird study skins and mounts, occasional exposure to preservatives for laboratory specimens.

Protective clothing and equipment is required as it pertains to the particular job duty:

Microshield

Protective gloves: leather, latex

Safety glasses

QUALIFICATIONS

-Minimum Age Requirement: 18 years old

-Education: Bachelors degree in biology, ecological sciences, environmental education, or closely related field.

-Experience: Three (3) years in environmental education, natural resources, parks and recreation, or closely related field; or an equivalent combination of relevant education, experience and training.

-Certifications/Licenses: CPR/1st AID/AED; all licenses/certifications must be obtained within one year of employment.

NAI certification a plus.

Application Procedure:

Apply online: <https://kaneforest.com/careers>

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