



Interpretive Naturalist Full Time (Isle a la Cache Museum in Romeoville, Illinois and Plum Creek Nature Center in Beecher, Illinois)

Forest Preserve District of Will County

Contact Name: Donna Suca

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Contact Phone: (815) 722-5667

Closing Date: 2022-02-21

Salary: \$43,979.00

Description:

Application Procedure: Send a cover letter (please indicate which location you are applying for) and resume to:

Donna Suca, Director of Human Resources

Forest Preserve District of Will County

17540 W. Laraway Road

Joliet, Illinois 60433

815.722.5667 (desk)

815.722.3608 (fax)

dsuca@fpdwc.org

TITLE: INTERPRETIVE NATURALIST – FULL TIME

DEPARTMENT: VISITOR SERVICES

FLSA STATUS: EXEMPT **DATE:** 2016

LOCATION: VISITOR FACILITIES - VARIOUS

BASIC FUNCTION

Under direction of the Facility Supervisor, perform programming and visitor services via interpretation of both natural and cultural history of the area at Forest Preserve visitor 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; Program Coordinators, Permitting 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 natural and cultural history-based programs, especially character portrayal for the Great Lakes Fur Trade era – at Isle a la Cache Museum only.
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 (Isle a la Cache Museum only).

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.

Comfortable handling live animals on occasion such as turtles or snakes.

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 50 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