

Cherokee County Job Description

Position Title: **Office/Naturalist Assistant**
Department: Conservation Board
FLSA Status: Non-Exempt
Reports to: Conservation Board Director/Naturalist

EMPLOYMENT PERIOD: 40 hours per week, Mon. - Fri., 8:00 A.M. – 4:30 P.M. including but not limited to occasional weekends and holidays.

SALARY: \$22.00 per hour (\$45,760) with standard County benefits and \$300 uniform allowance. This position is subject to a 6-month probationary period.

DESCRIPTION: This position consists of both administrative duties and educational programming/outreach opportunities as well as some work out in the county parks. Primary job duties are administrative duties. They include but are not limited to answering the phone; taking cabin reservations, sending out informational paperwork, and filing associated paperwork; depositing camping fees; publishing posts on social media, updating the website, and developing and sending out the electronic newsletter. Secondary job duties include assisting with educational programming. Educational programming duties include but are not limited to assisting the Director/Naturalist in presenting programs for various age groups throughout the county; upkeep of educational materials; and caring for educational animals. Other occasional duties include county park care and in-person public relations. These duties include care of recreational areas on county park grounds like cleaning restrooms, rental facilities, and camping and picnic areas; trash removal; maintenance of natural areas in county parks using prescribed fire; providing information to campers and other park visitors, collecting camping fees, selling firewood; maintaining positive public relations and attitude in the parks and at CCCB shop; enforcing CCCB park rules and regulations; and performing other duties as assigned. Approximate time breakdown is as follows: 50% administrative, 30% educational programming, and 20% out in the parks.

QUALIFICATIONS: Minimum: Associate or Bachelor's degree from an accredited college or university with major course work in the natural science field, outdoor recreation, public administration/relations, or a related field and a minimum of 2 years of experience such as internships or equivalent work. Good customer service skills and/or experience with educational programming is a plus. (Degree and years of experience must add up to 6.) An interest in the outdoors is a must. Must possess or be able to obtain the following within 6 months of hire: 130/190 Wildland Firefighter training, CPR/First Aid certification, and Hunter Safety Instructor certification.

REQUIREMENTS: Must be familiar with computers. Must have the following abilities: to communicate effectively with individuals and groups of all ages; to routinely stand, walk, sit, kneel, stoop, balance, and climb; to follow written and oral instructions; to work independently with attention to detail; to work as a team with co-workers; to prioritize and organize various educational and administrative projects; to work outdoors in extreme hot, cold, rainy and windy weather conditions and be exposed to dust, fumes, smoke, and loud noises.

The ideal candidate must be capable of exercising good judgment in evaluating situations and making decisions. Evidence of self-motivation, organizational skills, and efficient work habits is a must. Must have the ability to work a flexible schedule including the occasional weekend, holiday, and before and after scheduled work hours.

A pre-employment physical and drug test is required. Must have a valid driver's license.

Cherokee County is an Equal Opportunity Employer.

TO APPLY: Applications are available online at www.cherokeecountyparks.com. Send a cover letter, resume, and completed application to: Laura Jones, Cherokee County Conservation Board, 629 River Road, Cherokee, IA 51012 or ccblaura@gmail.com

DEADLINE: Noon on August 18, 2021 or until filled.