

JOB TITLE: Summer Naturalist

WORK HOURS: 40 hours/week, May - August  
Includes July 4th, some weekends and evenings

ILLUSTRATIVE DUTIES:

Administrative

Maintain accurate program records.  
Submit weekly planning schedule for assigned public programs ahead of time.  
Prepare written evaluations of the programs.

Personnel

Assist Camp Coordinator with training sessions and planning meetings.  
Provide input for performance evaluations of volunteers.

Programming

Plan and coordinate naturalist classes for Hidden Meadows Campers based on the weekly theme.  
Plan and carry out various public programs including Family Nature Camp and Creek Week  
Assist in planning and conducting the Adventure Camp programs.  
Demonstrate, lead and teach activities to program participants.  
Serve as an outdoor education resource person for the camp counselors.  
Research ideas for new program activities.  
Teach a sense of care for the natural environment through proper actions and activities.  
Assist with Summer Special Events as needed.  
Work at the Park District's booth at the Centerville Americana Festival, July 4, as needed.  
Make recommendations for program improvement.

Public Relations

Serve as a public liaison within the community.  
Maintain an atmosphere of cooperation and camaraderie between program participants and staff.  
Conduct a litter sweep and safety check at the parks first thing each day.

General Duties

Attend all staff training sessions including CPR and 1st Aid Certification.  
Ensure the safety of all campers by maintaining a safe, clean and controlled area.  
Educate all park users on park rules and regulations.  
By setting an example, encourage proper use of parks and park equipment.  
Be responsible for all park equipment issued to you.  
Perform basic first aid as necessary.  
Transport Adventure Camp participants to various locations  
Other duties as assigned

QUALIFICATIONS:

Proven experience with children's programs.  
Exceptional skills in organization and communication.  
Must be insurable by Park District insurance to operate vehicles.  
Background and knowledge in natural history and environmental education concepts.  
Ability to work well with others and as part of a team.  
Must be 18 or older and have reliable transportation

**This position starts May 13 and goes through August 10. Pay starts at \$10.00/hour.  
To Apply: Visit [www.cwpd.org](http://www.cwpd.org), click on Careers in the top right corner and download an employment application. Mail, drop off, or fax your resume and application to the attention of Katy Lucas, Naturalist, or email it to [klucas@cwpd.org](mailto:klucas@cwpd.org).**