ASHEVILLE, NORTH CAROLINA

Classification Specification

Education Naturalist
Job Code: 5155
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to provide customer service, guest education, summer camps, and special events at the City's nature center and to coordinate the volunteer program.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Ensures the safety of guests, program participants, volunteers, and staff on the grounds and during off-site program: patrols grounds and monitors guest and volunteer safety around dangerous animals; responds to emergency situations, such as animal escape, dangerous wildlife on-site, emergency medical, fire and severe weather, and missing children; oversees safety of youth volunteers, including youth proximity to dangerous animals, transportation in program vehicles, handling education animals, interactions with the public, fire and severe weather emergencies, and relevant allergy and medical conditions; evaluates and maintains safety of guest spaces and equipment, particularly play areas, classrooms, paths and stairs; trains and monitors staff and volunteers in safe handling of education animals; handles and transports firearms for lethal response safety program; and supervises and monitor intern and volunteer keys.

Monitors and maintains health of education animal collection, including zoonotic diseases, pests, and parasites:

performs daily feeding, cleaning, and enrichment of each animal, including administration of prescribed medicine/treatments; trains education animals for safe handling during animal encounters with guests; documents animal care, health, behavior observations, training, and related data and information of animals; participates in the development, design, and construction of animal habitats; and manages complex projects including evaluation of animal handling and care, data analyses, and process improvement.

Develops, coordinates and implements environmental education and interpretive programming for the public; develops, implement, and evaluates animal encounters for the public; provides guidance and recommendations to the department on selecting and implementing high quality, standards-aligned instructional materials and methods; develops and makes related presentations to large groups and organizations; and manages, designs and informs the construction of classrooms, nature play spaces, and education exhibits on-grounds.

Coordinates and participates in leading operations and staff of nature-based summer camps for children: manages safety of campers, including emergency standard operating procedures, live animal encounters, hikes, swimming, group management in crowded areas, and related hazards; trains staff regarding and enforces operational protocols; participates in curriculum development and implementation; communicates with families; coordinates marketing efforts; and manages camper registration and health records.

Participates in the planning and implementation of special events, including food service, crafts, games, animal programs, and entertainment: coordinates with sponsors, vendors, staff, volunteers, and community partners, as well as other divisions within the Parks and Recreation Department; and develops and delivers engaging activities for visitors surrounding mission-based themes.

Supervises, trains and coordinates interns and volunteers, including youth volunteers, regarding safe animal care and handling, programming, events, special projects, and other assignments: coordinates and supervise teen programming and education interns; develops and distributes schedules; assigns and monitors tasks; and trains staff and volunteers to create and deliver animal encounter programs for guests, including safely handling live animals, ensuring volunteer, guest, and animal safety, prevention of zoonotic transfer, positive guest interactions, etc.

Performs related duties in support of center operations: inspects animal habitats to identify needed maintenance and repairs and performs minor repairs; maintains, distributes, and orders an inventory of supplies and equipment needed for programs and operations; operates point of sale system; handles cash; maintains records; monitors expenditures for area of assignment to ensure compliance with approved budget; performs and assists with administrative work, as assigned; and establishes and maintains catalog of high value and regulated animal artifacts.

Operates a variety of tools and equipment to complete essential functions, such as forklift, dump truck, golf cart, gator, smartboard, power and hand tools, tractor, scales, 15-passenger van, etc.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to environmental education, interpretive programming, and animal care; reads professional literature; maintains professional affiliations; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with supervisor, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, billing invoices, waiver of liability and release, personal checks, architectural drawings, animal health paperwork, custody and visitation documentation, media

communication and publics service announcements, attendance records, volunteer and youth program records, proposals, program & lesson plans, event run sheets, camp schedules, etc. and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Environmental Science, Animal Science, or a related field required; supplemented by one year of experience in environmental education and interpretive programming; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide formal training to others in specific fields typically involving preparation and/or modification of teaching materials.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, water hazards, hazardous materials, toxic agents, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, firearms, violence, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.