



Park Naturalist and Outreach Coordinator

Application Packet

Do you have a love for parks, enjoy the outdoors, and have a passion to share your knowledge of nature? If so, Ashland County Park District wants to hear from you! We are searching for a full-time, enthusiastic professional to enhance our nature-based programming and volunteer programs.

1. Complete the attached Ashland County Park District employment application form. Please complete all areas of the application.
2. Attach a copy of your current resume and cover letter.

Application Packets will be accepted through June 2nd, 2024. Please send completed applications and any questions to:

director@ashlandcountyparks.com

Ashland County Park District Mission Statement

To conserve natural areas of forest, woodland, farm field, pond and stream for the enjoyment of the people.

To promote multiple uses for these areas including hiking, walking, biking, hunting, fishing, bird watching, and other outdoor pursuits.

The ACPD shall, as a part of this mission, enhance opportunities for the people to study nature and their rural agricultural heritage.

Park Naturalist and Outreach Coordinator

Responsibility

Under the general supervision of the Director, is responsible for park programming and volunteer program management.

Examples of Duties

- Researching, planning, promoting, implementing, executing and evaluating educational and recreational programs and special events - both on-grounds and off-grounds for groups and organizations of all age levels
- Establishes program goals, tracks attendance, conducts participant surveys
- Responsible for programming budget development and purchasing and inventorying materials
- Engages with volunteers and prospective volunteers through recruitment, training, scheduling, and evaluation
- Identifies projects and opportunities for individual and group volunteers throughout the park district
- Manages volunteer database, maintains volunteer program records, and prepares required reports
- Implements and manages a volunteer recognition program
- Creates, designs, and publishes promotional information via various forms of media
- Participates in general park planning with emphasis on nature-based education, land use, and natural resources management
- Participates in community events as directed
- Attends relevant conferences, seminars, in-service trainings and certification programs
- Receives and responds to phone calls and emails, maintains Google Calendar
- Actively participates in staff meeting and trainings, provides regular updates to the Director
- Uses independent judgement and common sense in performance of work; cooperates with other park district employees; meets deadlines and maintains confidentiality of restricted information
- Follows verbal and written instructions; carries out job functions with or without supervision
- Provides exceptional internal and external customer service; promotes and maintains a positive and effective working relationship with coworkers, volunteers and guests; maintains personal composure and tactfully addresses situations
- Assists with maintenance of parks, trails and facilities as necessary
- Performs other duties as assigned

Necessary Knowledge, Skills and Abilities

- Interest in and willingness to support and promote Ashland County Park District's mission

- Ability to communicate effectively
- Ability to gather, sort, collate, organize, assemble and report data
- Proficiency with computer programs including spreadsheets, word processing, databases, email, calendars, and social media
- Ability to use common office equipment including telephones, computers, and copiers
- Ability to establish and maintain effective professional working relationships with Park District staff, Board and volunteers, and partner organizations
- Ability to exemplify ethical standards of professional and personal conduct

Desired Training and Experience Requirements

- Any combination of training and experience that would indicate possession of the necessary knowledge, skills and abilities listed above
- Two or four year degree in parks and recreation management, environmental education, natural resources management, wildlife management, ecology, education or related field preferred.
- Experience and desire to further knowledge and educational programming, including natural resources, citizen science, conservation, ecology, natural history, ecological principles and environmental issues
- A minimum of two years related work experience, demonstrating the necessary knowledge, skills, and abilities required to perform duties
- Experience working with people of diverse ages, abilities, and backgrounds
- Possession of a valid Ohio motor vehicle operator's license with a good driving record
- Satisfactory criminal background check

Required Physical Abilities Include the Following, But Are Not Limited To

- Occasionally required to lift item in excess of thirty (30) pounds
- Will be required to work outside in all weather conditions

Hours of Work

- Full-Time (40 hours/week)
- Flexible schedule: must work afternoons, evenings, and weekends as required

Salary Range

- \$17-20.00/Hour DOQ
- Enrollment in Ohio Public Employees Retirement System, health insurance, paid holidays, vacation, and sick leave

Ashland County Park District

1301 Park Street, Ashland, OH 44805

Website: www.ashlandcountyparks.com

419-289-3524

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE • AN EQUAL OPPORTUNITY EMPLOYER)

The Ashland County Park District is an equal opportunity employer and employment decisions are made without regard to race, religion, color, sex, pregnancy, sexual orientation, genetic information, national origin and ancestry, age (where protected by law), veteran status, disability or military status.

Even if you are submitting supplemental information with your application, all information on the Ashland County Park District Application For Employment must be complete.

GENERAL INFORMATION

Date _____

Position Applied For _____

Name _____
Last First Middle

Current Address

Number Street City State Zip

Home Telephone

() _____

E-mail address _____

Social Security number _____

Cell Phone () _____

Are you 18 years of age or older? Yes No N/A

If under 18, can you provide a work permit? Yes No

Are you currently employed? Yes No

If yes, may we contact your employer? Yes No

If hired, are you legally eligible for employment in the United States? Yes No

(Proof of legal work status will be required upon employment)

Employment desired: Full-Time Part-Time

When are you available to start? _____

Shifts available to work Mornings Days Evenings Weekends

Can you travel if the job requires it? Yes No

Do you have any physical limitations that preclude you from performing any work? Yes No

If yes, please describe: _____

WORK EXPERIENCE

Please list your work experience beginning with your **most recent** job. If you were self-employed, give firm name. Attach additional sheets if necessary. Exclude organization names which indicate race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability.

Most Recent Employer	Dates Employed From: To: Final pay rate:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	
Employer	Dates Employed From: To: Final pay rate:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

Employer	Dates Employed From: To: Final pay rate:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

Employer	Dates Employed From: To: Final pay rate:	Work Performed

Address	Supervisor	
Job Title	Reason for Leaving	

ASHLAND COUNTY PARK DISTRICT RELEASE OF INFORMATION (APPLICANT WILL SIGN & DATE)

I, _____, authorize The Ashland County Park District to make
 (Print your name)

inquiries of my former employers regarding my past employment record, including dates of employment, salary, performance evaluation, etc., for the purposes of assessing my qualifications for employment.

SIGNATURE: _____

DATE: _____

REFERENCES	
Please list two references other than relatives. Prior employers preferred.	
Name _____	Name _____
Position _____	Position _____
Years Known _____	Years Known _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone (____) _____	Telephone (____) _____

WAIVERS AND DISCLOSURES

Please read each section carefully and sign where indicated.

AT-WILL EMPLOYMENT

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

NOTIFICATION AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION

I understand that I may be subject to a background check, and hereby authorize The Ashland County Park District (ACPD), to investigate my background to determine any and all information of concern as to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information.

Additionally, you are hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records and criminal records through an investigative or credit agency or bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating service. This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be required.

I understand that passing the background check is a condition of employment. A negative background check can be grounds for dismissal, even if an offer has been made to me and I have been hired.

PLEASE SIGN HERE: _____ **Date** _____

**Ashland County Park District
1301 Park Street
Ashland Ohio 44805**

Thank you for applying to The Ashland County Park District

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____

Notes:

