

## Bellbrook Sugarcreek Park District

Job Title: Naturalist	Employment Status: Full-time
Revision Date: June 3, 2026	Fair Labor Standards Act (FLSA): Non Exempt

Position Overview: Reporting to the Program Manager, this position will develop and implement nature and environmental education programs and will assist in the overall programming needs of the Park District. Performs representational duties related to assigned functions:

### Essential Functions

- Develops, coordinates, and delivers engaging educational and interpretive programs highlighting the natural, historical, and cultural resources of the Bellbrook Sugarcreek area in support of the Park District's mission of conservation, education, and outdoor recreation.
- Creates innovative programming for diverse audiences, including children, families, schools, community organizations, and the general public.
- Coordinates and performs program setup and teardown activities, including arranging tables, chairs, displays, educational materials, equipment, and other resources necessary for successful program delivery.
- Assists with the recruitment, training, supervision, and support of seasonal staff, volunteers, interns, and community partners.
- Collaborates on volunteer stewardship projects, habitat restoration activities, and conservation initiatives.
- Develops partnerships with schools, community organizations, and local agencies to expand educational opportunities.
- Promotes programs, events, and educational opportunities through social media, digital communications, print materials, and community outreach efforts.
- Coordinates program logistics, including reservations, registrations, supply management, scheduling, and participant communications.
- Evaluates program effectiveness through participant feedback, attendance data, and community input to continuously improve offerings and visitor experiences.
- Represents the Park District in a professional and positive manner while fostering meaningful connections between the community and local natural resources.
- Assists with special events, outreach initiatives, stewardship activities, and other Park District programs as assigned.

### Knowledge, Skills & Abilities

- Knowledge of environmental education, natural history, ecology, conservation principles, and the cultural and historical resources of the region.
- Ability to effectively interpret natural and cultural resources and communicate complex concepts to audiences of varying ages, backgrounds, and experience levels.
- Knowledge of outdoor recreation programming, visitor engagement, and best practices in environmental interpretation.
- Strong written, verbal, and interpersonal communication skills, including public speaking and group facilitation.
- Ability to positively engage with the public and respond professionally to questions, concerns, and community feedback.
- Proficiency with common office and communication software, including Microsoft Office

- applications, Canva, social media platforms, and online registration or reservation systems.
- Ability to establish and maintain effective working relationships with staff, volunteers, community organizations, schools, and the public.
  - Ability to work independently, manage multiple projects, and adapt to changing priorities.

### **Qualifications**

- Degree from an accredited college or university in Environmental Interpretation, Wildlife Management, Natural Resources, Biology (Field Biology emphasis), Environmental Education, Environmental Studies, Natural History/Cultural Interpretation, or related field.
- 1 to 3 years of professional experience in environmental education, interpretation, recreation programming, conservation, or a related field preferred.
- Equivalent combinations of education and experience may be considered.

### **Special Conditions**

- A valid State of Ohio driver's license is a condition of initial and continued employment in this position.
- Must be available to work occasional evenings, weekends, and holidays as required for programs, events, and community outreach activities.

### **Physical Demands & Working Conditions**

- Ability to move, transport, and set up program equipment, educational materials, displays, tables, chairs, and other supplies required for programs and events.
- Ability to work indoors and outdoors in varying weather and environmental conditions.
- Ability to travel between Park District facilities and program locations.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.