

## Bellbrook-Sugarcreek Park District

Job Title: Seasonal Programming Assistant	Employment Status: Seasonal Employee
Revision Date: 2023	Fair Labor Standards Act (FLSA): Non-Exempt

**Position Overview:** Reporting to the Program Manager, this position will be responsible for assisting in planning, coordination and implementation of the Park District's recreational camps and programs. This position will also assist where needed with naturalist and environmental education programs.

### Job Functions

- Assists in the development, execution, and evaluation of summer youth camps, naturalist programs, recreation programs, activities, and special events.
- Performs representational duties for assigned parks, facilities and programs with community.

### Other Skills/Abilities

- Positively interact with members of the community of all ages.
- Working knowledge of leisure and outdoor recreation techniques, principles, and practices is helpful, but not required.
- Working knowledge of environmental education techniques, principles, and practices is helpful, but not required.

### Special Conditions

- A valid State of Ohio driver's license is a condition of initial and continued employment in this position.
- This position frequently works in outdoor facilities including forests, fields and creeks and outdoor conditions including heat within reason.
- Some evening and weekend shifts are required of this position.

If you are interested in applying for this opportunity, please contact Heather Ficke, Program Manager, at [hficke@bellbrook-sugarcreekparks.org](mailto:hficke@bellbrook-sugarcreekparks.org) or call (937) 848-3535.

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.