

The Olander Park System

JOB TITLE: Fossil Park Educator	REPORTS TO: Program Coordinator
LOCATION: 6930 Sylvania Avenue, Sylvania, Ohio	STATUS: Part-Time; Seasonal

GENERAL DESCRIPTION AND SUMMARY:

To further TOPS mission of education by planning, coordinating, or assisting in Fossil Park educational programs.

WORK HOURS:

A flexible work schedule including, weekends, & holidays.

PHYSICAL ASPECTS:

Must be able to work outside in different conditions. Must be able to stand and walk for extended periods of time. Must also be physically able to provide First Aid and CPR (Certification training provided on the job.)

STANDARD EXPECTATION:

1. To work as a member of the team to achieve a common goal.
2. To promote the mission and core values of the park system.
3. To respect self and others.
4. To abide by park system policies, protocols, and procedures.
5. To conduct self in a professional manner. Remember that you are a reflection of the park system.
6. To attend staff meetings and other training to enhance your skills.
7. To deliver services in a culturally competent manner.
8. To support the park system's efforts in gaining new or keeping existing levies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plan, organize and conduct educational programs at fossil park.
2. Assist park visitors by answering questions and providing educational information on the park.
2. Maintain a courteous attitude while working with the public.
3. Follow park rules and regulations and set a good example for park visitors.
4. Keep park facilities clean.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Accepting, non-judgmental, positive attitude.
2. Respectful towards customers, coworkers, and supervisors.
3. Ability to think clearly and objectively.
4. Ability to remain calm under stressful situations and make sound decisions.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years old.
- Ability to be comfortable working outdoors, with children and adults.
- Demonstrated tact and diplomacy when working with the public.
- Possess enthusiasm and respect for TOPS.

PREFERED QUALIFICATIONS/INTERESTS:

- Education and/or experience in Environmental Education, Education, Geology, working with the public.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

APPLYING FOR POSITION:

Interested individuals should submit an application to the Callahan Administrative Office or online at www.olanderpark.com/careers