



# Conservation Aide & Environmental Education Job Description

**Job Title:** Conservation Aide & Environmental Education  
**Department:** Conservation  
**FLSA Designation:** Non-Exempt  
**Reports to:** Naturalist  
**HR Approved:** *Lisa Seddon* March 2022

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## **Job Summary**

Assist in providing environmental education services.

## **Essential Functions and Responsibilities**

*The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

Seasonal Naturalist will assist the Conservation Department Naturalist with planning and conducting nature interpretation and environmental education programs for a wide range of audiences; plan and conduct summer youth programs, plan and conduct public education programs and special events; occasionally write articles and press releases.

On occasion may be required to do the following:

Assist Park Rangers & Summer Conservation Aides within the parks.

Maintain restrooms, sweep, clean mirrors, disinfect, empty trash.

Clean cabins. Sweep, vacuum, clean restrooms, clean kitchen counters, clean kitchen table, dust, wash windows, disinfect.

## **Minimum Education and Experience Required to Perform Essential Functions**

Preference is given to applicants from Marion County attending a college or university majoring in a natural resource discipline and seeking permanent employment in a natural resource field.

Applicants should have some coursework in biology, ecology, or natural sciences. Courses in environmental education, interpretation, or outdoor recreation would be beneficial but are not required.

Ability to work with people of all ages and communicate effectively both orally and in writing.

## Certificates, Licenses, Registrations

Driver License

## Mental and Physical Competencies Required to Perform Essential Functions

### Language Ability

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

### Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume. Ability to apply concepts of basic algebra and geometry.

### Cognitive Demands

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### Equipment Used

Tractor	Mowers	Weed Eater	Polaris	Chainsaw
Hand Tools	Power Tools	Office Equipment	Cleaning Supplies	Electrical

### Physical Demands

Work requires the capacity to stand, walk and use hands to finger, handle or feel objects, reach with hands and arms, climb into equipment, stoop, kneel, crouch, or crawl, speak and hear, and occasionally lift objects up to 50 lbs. Requires close, distance, color and peripheral vision, depth perception, and the ability to focus eyes on small objects.

### Environmental Adaptability

Primarily outside work subject to temperature extremes at various times of the year. Work is performed in an environment with exposure to some undesirable conditions including noise, dust, fumes, heavy lifting, and exposure to moving parts. Potential for serious injury, such as loss of limb or life, can occur due to the nature of work.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee Signature

Date

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Department Head Signature

Date

**Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.**