

# Hancock Park District

## JOB DESCRIPTION

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**POSITION TITLE:** Natural Resource Intern  
**CLASSIFICATION:** Grade 9 – Temporary, Seasonal, Part-Time  
**SUPERVISOR:** Natural Resource Coordinator

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

**RESPONSIBILITIES:** The Natural Resource Intern is responsible for assisting the natural resource coordinator with managing and restoring natural resources and ecosystems, sustaining and supporting fish, wildlife, and plant communities, addressing problems associated with the management of natural resources, and conducting nature education programs.

### ESSENTIAL DUTIES:

- Assist with the development, evaluation, and updating of natural resource management plans as assigned (e.g. present general plans to Land Management Team for review and input, work with area managers, field crews, cooperative agencies, and volunteers to implement plans, and document management activities as a basis for evaluation)
- Assist with the implementation of management plans for properties under special agreement as assigned (e.g. wetland mitigation, Conservation Reserve Program, conservation easements, mowing, spraying, and burning), habitat restoration (e.g. locate seed collecting sites, collect and clean seeds, start desired seeds in green house, prepare site for plugs, schedule and train workforce, plant, and maintain), natural resource monitoring (e.g. wildflowers, bluebirds, frogs and toads); invasive plant removal, management of public fisheries, and compilation of digital records and species inventory about the Hancock Park System
- Focus on and implement best management practices associated with natural resource management (conservation)
- Assist with trail designations on all sites, including paved accessible trails, vehicle access trails, gator trails, and backwoods trails as assigned (e.g. coordinate the evaluation and scheduling of trail resurfacing, plan, coordinate, and install trail signs, GPS trails in all park areas, and address trail issues and find and implement solutions)
- Assist with the Ohio Certified Volunteer Naturalist Program as assigned (e.g. design and implement Adult Nature Education opportunities, design printed materials, such as brochures, handouts, fliers, and bulletin board information, work with agencies, such as Soil & Water Conservation District and OSU Extension Master Gardeners to offer programs and workshops, and care for animals and provide housing at Oakwoods Nature Preserve)
- Assist with the park district's historical, cultural and natural resource management plan, natural resource management and environmental stewardship, and environmental sustainability requirements per the Commission for Accreditation of Park and Recreation Agencies (CAPRA) standards as directed
- Prepare plans, progress reports, and other documentation related to assignments as required
- Develop natural resource management goals and work plans, and work with staff, interns, and volunteers as required

*Essential duties are not to be construed as all-inclusive.*

*Other duties may be required and assigned.*

**QUALIFICATIONS:** The minimum education requirements necessary to perform the essential duties of this position are typically acquired through college level coursework in Natural Resource Management, Environmental Science, Wildlife Management or a closely related field, plus prior experience in natural resource management and environmental education with the ability to operate proficiently with Microsoft Office, communicate in a clear and professional manner both orally and in writing, and demonstrate high professional standards.

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:** Work regularly occurs in the field where noise level is moderate, weather conditions vary from normal to extreme, and environmental conditions vary from developed to primitive and requires the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and/or pulling of objects and materials weighing 50+ pounds, operate a variety of equipment, machinery, and tools, coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating vehicles, and recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials, and tasks.