

City of
EDMONDS
Washington

RECREATION LEADER –Interpretive Specialist

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NE-2
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	October 2012	Reports To:	Recreation Coordinator – Environmental Education

POSITION PURPOSE: Under general supervision, plans, develops and presents interpretive environmental education and science programs and classes to children and adults. Assists Ranger-Naturalists and volunteers for the upcoming season. Acts as liaison and conduit between the city and the public concerning ordinances and the City's parks and natural resources.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Develops and prepares materials and conducts presentations to children (Pre-K-12) and adults about marine life in the intertidal zone of Edmonds city beaches, forest ecosystems and other subjects.
- Conducts schools group programs in the classroom at the beach and in Yost Park.
- Interacts on daily basis with participants, and communicates with parents as needed/necessary.
- Develops and presents one-day programs on various topics and day camp programs.
- Coordinates Touch Tank in Ranger Station including set-up, maintenance, cleaning, training on and take down at the end of season.
- Assists with development and presentation of other interpretive programs and special events as needed.
- Assists Environmental Education Coordinator with Annual Watershed Fun Fair and Annual Puget Sound Bird Fest including materials preparation before and set-up/take-down the day of.
- Provides promotional information and media materials to the public about the environment of Edmonds city parks and beaches, marine sanctuary rules and other regulations.
- Assists with program scheduling and other administrative work when needed.
- Assists with hiring process and training for Ranger-Naturalists and volunteers.
- Sets-up and maintains Ranger Station throughout the year, primarily when it is open for the season (Memorial Day – Labor Day).

Required Knowledge of:

- Knowledge of Puget Sound Marine Life and Pacific Northwest ecosystems and watershed dynamics.
- Set-up and operation of aquarium systems.
- Record-keeping techniques.
- Federal, state, and local laws, rules, and regulations related to assigned activities and programs including City Parks and Recreation standards, rules, procedures, and processes.
- Effective oral and written communication principles and practices to include public relations and customer service.

JOB DESCRIPTION

Recreation Leader – Interpretive Specialist

- Ability to be self-motivated and creative in implementation of environmental education programs.
- Interpersonal skills using tact, patience and courtesy.
- Ability to be assertive in situations involving park regulations and marine sanctuary rules.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- Operation of audio-visual equipment.
- English usage, spelling, grammar and punctuation.

Required Skill in:

- Developing assigned curriculum and applying safe and appropriate instruction.
- Creating lesson and instruction plans in area of assignment.
- Communicating technical information to a wide variety of persons.
- Setting up and using audio/visual equipment.
- Relating well with other staff, students and parents.
- Analyzing problems and providing clear solutions.
- Meeting schedules and time lines.
- Being flexible with program changes.
- Preparing and maintaining basic records and reports.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying basic program/project coordination techniques and principles.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Biology/Environmental Education, Natural Resources or related field and one year of experience in developing, planning, and instruction of classes/courses OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Possession of a valid State of Washington Driver's License.

Current First Aid/CPR Certification.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Indoor/outdoor/Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.

JOB DESCRIPTION

Recreation Leader – Interpretive Specialist

- Reading and understanding a variety of materials
- Operating a computer keyboard or other office equipment.
- Walking or otherwise moving to conduct beach/nature walks.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

Hazards:

- Contact with potentially dissatisfied or abusive individuals.
- Exposure to jelly fish stings and dogs

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____