

Camp Naturalist Fellow

Position Level: Term-based position

Site Supervisor: Parks Naturalist

Reports to: Grant Administrator

Position Summary

Our Park Allies AmeriCorps program aims to further develop and conserve public greenspace through service experience. The Park Allies Camp Naturalist Fellow position will play a vital role in supporting and developing the Lilly Nature Camp, along with park conservation efforts. This role will engage children attending the nature-based learning camp in environmental education and outdoor recreation. This position is responsible for the general safety, development, growth, and skill achievement of the participants. Fellows will gain valuable experience in conservation, environmental education, interpretation, and natural resource management while fostering a connection between the community and the natural world. This is an excellent opportunity for someone interested in growing leadership skills, conservation, arboriculture, engaging the community, and the outdoors.

Essential Functions (include but are not limited to)

- Assists Parks and Recreation department staff to support environmental stewardship, park and greenspace development, and community development.
- Participates in planning and preparing for camp activities and programs.
- Leads diverse programs and activities centered around environmental education with direction from the Parks Naturalist.
- Develops and leads nature walks, hikes, and educational programs for diverse audiences.
- Identifies and responds to camper behavior issues.
- Communicates with parents about camper experiences and reports any concerns to camp leadership.
- Assists in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Maintains sensitivity regarding ethics, gender, cultural diversities, and disabilities.
- Understands, enforces, and adheres to all safety/emergency guidelines associated with the camp and all program areas to include being responsible for campers' safety and whereabouts at all times. Responds to emergency situations immediately.

- Tracks camper dietary restrictions and allergies. Ensures proper snacks/meals are distributed to each camper.
- Maintains constant surveillance of the pool area/body of water, if applicable.
- Ensures that the site is kept clean, organized, and free of litter.
- Commits to participating in all team activities to include service days and all training.
- Appropriately represents the Parks and Recreation department, the City of West Lafayette, and AmeriCorps to the public, park partners, and patrons.
- Participates in creating an equitable, safe, and welcoming space for all members.
- Willingness and ability to complete all aspects of the program including conservation projects, education, training, and service projects which may include, but are not limited to, planting, installing native plants, and removing invasive plant species.
- Learns and performs landscape maintenance to include planting, pruning, weeding, mulching, watering, and propagating, as well as other horticultural practices and general greenspace management.
- Learns and performs conservation practices such as invasive plant removal, installing native plants, erosion mitigation, mulching on project sites, resource monitoring, sign installation, trail construction, and maintenance.
- Performs other tasks as assigned.

Education/Skills/Experience

- Experience with youth, teaching, or environmental education is preferred.
- Ability to effectively lead activities and lessons which encourages campers towards achieving a set objective.
- Ability to use and operate vehicles and common equipment (e.g., trucks, gator, weed trimmer, and leaf blowers) to complete service projects safely and effectively.
- Serve as a member of a team and the ability to accomplish tasks with minimal supervision, despite potentially stressful and difficult conditions, which may require problem solving on an interpersonal or group level, as well as a willingness to accept differences.
- Possess basic public speaking skills. Ability to communicate effectively with others and have a willingness to improve basic conflict resolution skills.
- Strong time-management skills and ability to serve both independently and with a team.
- Be driven to embrace learning opportunities, face challenges, and build community.

- Willingness to learn necessary skills and apply them effectively to carry out the service requirements.
- Ability to remain dedicated to projects, stay positive, and be flexible with changing schedules, weather conditions, and camp needs.
- Love of the outdoors is encouraged.
- Familiar with Microsoft Office.
- Must be at least 18 years of age.
- Be a U.S. citizen, U.S. National, or legal permanent resident alien of the United States.
- Have a high school diploma or equivalent.

Safety Requirements

- Report any unsafe task or operation immediately to management prior to continuing task.
- Immediately report incidents involving injury, illness, safety hazard, or property damage.
- Wear appropriate personal protective equipment (PPE) as instructed.
- Comply with all city and customer OSHA, safety policies, procedures, rules, and best practices.
- Participate in safety meetings and training.
- Be constantly aware of personal safety and that of other Fellows, volunteers, and city staff.

Service Schedule

This position is based on a standard week, Monday - Friday. Occasionally, this position requires attendance at meetings, conferences, and sessions outside of normal business hours. These instances may include client meetings, public board meetings, or team collaborations that fall outside the typical schedule. Flexibility in these situations is necessary as it contributes to our commitment to customer satisfaction and project success. Regular, predictable attendance is required.

Service Environment

Fellows will spend most of the time outdoors in the community. Exposure to all weather conditions and dust is possible. Fellows will need to model maintaining a positive attitude in adverse service conditions, in which they may be expected to serve outside during hot, cold, or wet weather conditions. The AmeriCorps program will provide AmeriCorps Service Gear, PPE, first aid equipment, and a standard complement of tools to meet the needs of most projects. While assisting in administering emergency first aid, Fellows may be exposed to communicable diseases, for which universal

health/safety precautions must always be followed to avoid contamination of self and others.

Physical Requirements

While performing the essential functions of this position, the Fellow is required to:

- Regularly talk and listen
- Frequently stand, walk, use hands to finger, handle, or feel, and reach with hands and arms
- Occasionally sit and stand for long periods of time, as well as balance, stoop, kneel, bend, or crawl
- Frequently lift or move items weighing up to fifty (50) pounds.

Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This is a physically demanding position. Fellows will serve in all types of environments including steep and wooded terrain.

Training to be completed

- Comprehensive understanding of the vision, goals, and objectives of the organization
- All relevant Business System software
- Successfully complete continuing education required to maintain knowledge of systems and programs
- All applicable compliance training

Direct Reports

This position has no direct reports

Certificates/Licenses

- Valid driver's license and a safe driving record.
- Ability to obtain CPR and First Aid certification.
- Be able to pass a federal, state, and National Sex Offender background screen.

Fellow Signature: _____

Date: _____

Your signature is an acknowledgement of understanding and ability to perform service position functions and physical requirements of the service position.

The above statements are intended to describe the general nature and level of service being performed by individuals assigned to the position. They are not intended to be an all-encompassing list of all responsibilities, duties, and skills required of Fellow so classified.

Reasonable accommodations to essential functions of the position will be made if appropriate.

This program is available to all, and all qualified applicants will receive consideration for service without regard to race, color, religion, sex, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

For questions, contact Rachel Bingaman, Grant Administrator, at rbingaman@westlafayette.in.gov, or (765) 775-5114.