Indiana DNR

Job Title:

Job ID: 600005

Apply Before: 06/07/2016

Location: Andrews

Full/Part Time: Full-Time

Regular/Temporary: Intermittent

Salary: $14,378.00

Agency: Natural Resources

City/County/St: Bluffton, Wells County, IN

Job Description:

The Indiana Department of Natural Resources is currently seeking a Naturalist Aide. The position is responsible for providing nature and history education for the general public at Upper Wabash Interpretive Service which includes Salamonie Lake, Missisinewa Lake, Ouabache State Park, and the Salamonie River State Forest. The successful candidate will assist property staff with the duties listed under the responsibilities section below. The Naturalist Aide must be able to communicate effectively, both orally and in writing. Job responsibilities are performed according to the policies, rules, and regulations of the Department of Natural Resources.

The incumbent for this position will be required to work afternoons, evenings, weekends and holidays. The successful candidate must be willing to work outside in potentially inclement weather. The Naturalist Aide may be required to wear a DNR provided uniform.

Responsibilities:

- Interpretive center operation and present nature and history programming;
- Develop brochures, publish monthly activities and write media releases;
- Research and record information on the property’s flora and fauna;
- Live Raptor and Rodent care;
- Cleaning and landscaping;
- Gift Shop Operations;
- Assist in planning and hosting special events;
- Other duties as assigned.

Preferred Experience:

Valid high school diploma or GED; or one (1) year of work experience. It is preferred that the successful candidate have 2 years of degree work in a related field.

Must possess a valid Driver’s License.

Additional Comments:
The incumbent must attend mandatory training sessions. It is preferred that the successful candidate have a working knowledge of Midwestern flora and fauna and possess skills in public speaking, writing, and the use of computers. This position will vary by season. Some weeks will include only 2 days and others up to 5 days of work.

Equal Employment Opportunity:
The State of Indiana is an Equal Opportunity Employer.