

HANCOCK PARK DISTRICT JOB POSTING

Natural Resource Assistant

JOB DESCRIPTION

The natural resource assistant is responsible for assisting the natural resource manager with the management of the Natural Resource Division within the Park Operations Department. Responsibilities include developing and implementing a Natural Resource Management Plan; managing and maintaining designated natural areas, lakes for recreational fishing, and other parks, trails, areas, buildings, and facilities as directed; maintaining vehicles and equipment; and supporting programs, special events, and services when necessary.

QUALIFICATIONS

A Bachelor of Science degree in Natural Resource Management, Wildlife Management, Environmental Science, Biology or a closely related field and at least two years of relevant experience with natural area stewardship and hands-on maintenance of parks, trails, facilities, buildings, vehicles, and equipment are preferred. However, any combination of education and experience that demonstrates the ability to handle the responsibilities and essential duties of the position will be considered.

The natural resource assistant should be proficient with Microsoft Office software applications, communicate in a clear and professional manner both orally and in writing, demonstrate high professional standards and a progressive natural resource management mindset, and be willing to accept new challenges, technologies, and opportunities.

Being comfortable with empowerment and taking the initiative (i.e., being a leader and doing what needs to be done without prompting from others); having a strong work ethic and being responsible with time management (i.e., contributing to an overall effort within the Park Operations Department to maximize efficiency, effectiveness, and productivity); feeling a sense of ownership and doing quality work (i.e., doing the work correctly); and having a positive attitude, listening to others, and communicating in a constructive manner are among the professional traits desired by the Hancock Park District.

SALARY AND BENEFITS

The base pay for this position is \$21.55 an hour. Classification: Grade 5 – Full-time/Nonexempt. Benefits include health, dental, and life insurance; paid vacation, holidays, and sick leave; one paid personal day each year; and a pension plan through the Ohio Public Employees Retirement System (OPERS).

APPLICATION PROCESS

A complete job description is available online at www.hancockparks.com. An application along with a cover letter and résumé are required and must be submitted online at www.hancockparks.com by Friday, May 2, 2025 at 4:00 p.m. The Hancock Park District is an Equal Employment Opportunity (EEO) employer.