

## **HANCOCK PARK DISTRICT JOB DESCRIPTION**

### **Natural Resource Intern**

**POSITION TITLE:** Natural Resource Intern  
**CLASSIFICATION:** Grade 7 – Temporary/Seasonal  
**SUPERVISOR:** Natural Resource Manager  
**LOCATION:** Riverbend Maintenance Facility

#### **RESPONSIBILITIES**

It is the responsibility of the natural resource intern to work with and assist the full-time natural resource manager and the full-time natural resource assistant as they perform essential duties, including but not limited to the following:

1. Remove invasive plant species, manage lakes for recreational fishing, and manage conservation areas.
2. Water trees, mow and trim grass, and restore trails and habitat.
3. Perform general wildlife management (e.g., research, build, install, monitor, and manage nest boxes, bat houses, and bluebird trails).
4. Assess and coordinate the best way to make repairs and improvements in general (e.g., design, make materials list, estimate cost, coordinate details, and complete the project).
5. Monitor natural resources (e.g., spring ephemerals, birds, bats, frogs, and toads, etc.), use the data as a management tool, publicize the information, submit information to an overall Ohio database or other local and regional database if applicable, and conduct public programs.
6. Develop, plan, and lead natural resource programs that have a direct link to natural resource management (e.g., inform and educate the public about natural resources, engage the public in conservation and environmental stewardship, provide direct, hands-on learning opportunities regarding habitat restoration and improvements, etc.). Coordinate programs with the Program Department.
7. Schedule and oversee volunteer projects.
8. Keep the truck(s) and other applicable vehicles and equipment clean and properly maintained. Initiate repairs.
9. Enforce land and water use regulations on a situational basis by being aware of what is happening in the parks and on the trails, informing, educating, and encouraging voluntary compliance with park regulations, and seeking assistance from sworn law enforcement officers when public safety is in question and when certain laws are being broken.

## **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 experience in natural resource management or least have an interest in learning about and performing natural resource management. The natural resource intern is expected to operate proficiently with Microsoft Office software, communicate in a clear and professional manner both orally and in writing, and maintain a positive attitude toward co-workers, supervisors, and customers.

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

Work regularly occurs in the field where the noise level is moderate, weather conditions vary from normal to extreme, and environmental conditions vary from developed to primitive. Work requires the ability to exert moderate but not constant physical effort involving some combination of climbing, balancing, stooping, kneeling, crouching, and crawling; lift, carry, push, and pull objects and materials; 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.

## **EMPLOYEE ACKNOWLEDGEMENT**

I have read the Natural Resource Intern Job Description. I am aware of the expectations. I understand the responsibilities and essential duties of my position.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date