

Park Allies Naturalist Lead

Position Level: Term based position [450-1700 hours (roughly 3-10 months, dependent on length of term) between September 2024 – August 2025]

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. This Park Allies Naturalist Lead member position will play a vital role in supporting and developing the City of West Lafayette's nature-based programming along with park conservation efforts. This role is responsible for engaging visitors of all ages in environmental education and outdoor recreation. This position includes leading nature programs, conducting educational workshops, and assisting with the maintenance of park trails and facilities. The member will gain valuable experience in horticulture, arboriculture, conservation, and public service while contributing to the health and sustainability of local parks and our urban forest canopy. This is an excellent opportunity for someone interested in growing leadership skills, conservation, engaging the community, and the outdoors. Gain invaluable supervisory experience, challenge yourself, access free training, develop your skills, and uniquely experience a municipality.

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.
- Plans, organizes, and oversees service projects in collaboration with community partners, department leadership, and stakeholders.
- Ensures all project activities are completed efficiently, on time, and within scope.
- Develops and leads nature walks, hikes, and educational programs for diverse audiences to include school groups, families, and adults.
- Creates and presents engaging educational content about local flora, fauna, geology, and cultural history.
- Assists in planning, preparing, and supporting nature camps.
- Participates effectively as a member of a team, 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.
- Assists with the maintenance of park trails, habitats, and facilities.
- Participates in conservation projects, such as habitat restoration, native plantings, clean-up efforts, and general greenspace management.
- Cultivates community-wide relationships including volunteer outreach and recruitment.

- 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.
- Knows, enforces, and follows all safety/emergency guidelines associated with the camps and program areas including, but not limited to, being responsible for campers' safety and whereabouts at all times. Responds to emergency situations immediately.
- Willingness and ability to complete all aspects of the program including conservation projects, education, training, and service projects which may include, but is 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.

Education/Skills/Experience

- Experience with youth, teaching, or environmental education is preferred.
- Previous experience in a leadership role, preferably within a volunteer or service-based organization.
- Effective communication skills, both written and verbal.
- Experience in project management and coordination.
- Be driven to foster a collaborative and inclusive team environment.
- Ability to effectively lead activities and lessons which encourages participants towards achieving a set objective.
- Serve as a member of a team and the ability to accomplish tasks with minimal supervision.
- Ability to communicate effectively and possess basic conflict resolution skills.
- Experience in public speaking or a willingness to improve public speaking 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 to effectively carry out the service requirements.
- Ability to remain dedicated to projects, stay positive, and to be flexible with changing schedules, weather conditions, and camp needs.
- 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.
- Be able to pass a federal, state, and National Sex Offender background screen.
- Love of the outdoors is encouraged.

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 fellow members, volunteers, and City staff.
- Ability to use and operate vehicles and common equipment to complete service projects safely and effectively (e.g., trucks, gator, weed trimmer, and leaf blowers).

Term Schedule

This Park Allies Naturalist Lead member service term is 450-1700 hours (roughly 3-10 months, dependent on length of term) between September 2024 – August 2025. The schedule will be Monday through Friday with some evenings and weekends required.

Benefits

A Living Allowance Stipend up to \$25,760. Upon successful completion of term (450-1700 hours minimum), individuals are eligible for an AmeriCorps Segal Education Award up to \$7,395 (Amount dependent upon length of term and completion of term).

Service Environment

AmeriCorps members will spend most of the time outdoors in the community. Exposure to all weather conditions and dust is possible. Individuals will need to model maintaining a positive attitude in adverse service conditions, in which members 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, incumbent 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 member is regularly required to talk and listen. The member is frequently required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The member is occasionally

required to sit and stand for long periods of time as well as balance, stoop, kneel, bend, or crawl. The member must frequently lift or move 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. Members will serve in all types of environments including steep and wooded terrain.

Certificates/Licenses

- Valid driver's license and a safe driving record.
- Ability to obtain CPR and First Aid certification.

Member 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 people assigned to the position. They are not intended to be an all-encompassing list of all responsibilities, duties, and skills required of member 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, sexual orientation, gender identity or expression, 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.