

POSTION DESCRIPTION
COUNTY OF LaPorte, INDIANA

POSITION: Nature Center Attendant

DEPARTMENT: LaPorte County Park and Recreation Department

JOB CATEGORY: Part-time/Seasonal

Assists the Chief Naturalist and greets the public at Nature Center.

DUTIES:

Assists Chief Naturalist with park programs and activities. Opens and closes Nature Center. Greets public entering Nature Center and answers telephone. Answers questions about park properties and the County Park Department. Keeps record of visitors at Nature Center.

Reports any vandalism, facility repairs or visitor concerns to Chief Naturalist. Cleans and straightens bathrooms and indoor area of Nature Center. Performs other light cleaning and maintenance as required. Sweeps and picks up trash outside Nature Center.

Performs various other duties as required.

JOB REQUIREMENTS:

Ability to be cordial in greeting public, and answer questions. Ability to speak to groups. Ability to understand verbal and written directions. Ability to work independently. Ability to count and handle money. Ability to work flexible hours, including evening and weekends as required. Must be at least 18 years old and have a valid Indiana Drivers License.

DIFFICULTY OF WORK:

Must use sound judgment in dealing with public. Situations may warrant contacting County Sheriff or other emergency personnel. May be required to perform maintenance tasks.

RESPONSIBILITY:

Requires some independence of thought. Work is reviewed by Chief Naturalist.

PERSONAL RELATIONSHIPS:

Daily contact with public, Chief Naturalist, and other Park Staff. Reports directly to the Chief Naturalist.

WORKING ENVIRONMENT:

Requires occasional outdoor work. Requires some physical effort, including walking, lifting, bending and stooping.