



## **JOB DESCRIPTION**

<b>POSTION TITLE:</b>	Community Engagement Specialist - <b>Part Time</b>
<b>STATUS OF EMPLOYMENT:</b>	Hourly, Non-Exempt, \$14.50/hour
<b>SALARY GRADE:</b>	21
<b>BENEFITS:</b>	Participation in the Ohio Public Employees Retirement System

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### **GENERAL STATEMENT OF DUTIES:**

Under the direction of the Chief of Community Engagement, Community Engagement Managers and Community Engagement Coordinator. Efficiently and effectively provides clerical, informational, and operational support to staff, volunteers, and park patrons.

### **SUPERVISION RECEIVED:**

Directly reports to Community Engagement Coordinator.

### **DUTIES AND RESPONSIBILITIES:**

- Proficiency in computer software programs including Microsoft Word and Excel.
- Proficiency with internet communications and multiple social media outlets.
- Excellent interpersonal communication skills.
- Ability to develop and maintain effective working relationships with employees and patrons.
- Ability to speak and write clearly, concisely, and persuasively when communicating one-on-one or in group settings.
- Ability to perform with considerable independence and initiative.
- Ability to create a welcoming atmosphere to patrons visiting the nature centers.
- Ability to facilitate production schedules for center-led projects.
- Ability to maintain work schedules for support and program staff.
- Ability to perform work with a high degree of accuracy and organization.

### **QUALIFICATIONS:**

- Completed a high school diploma or equivalent.
- Minimum of one-year previous related experience required.
- Willing to be or currently certified in CPR, First Aid and AED use.
- NAI Interpretive Host certification preferred but not required.

### **ESSENTIAL FUNCTION:**

Evaluation of this position is based primarily on performance of the following essential functions, which include, but are not limited to:

- Answer, route, and track phone calls, greet visitors, provide information regarding the park district, and track hourly visitor attendance.
- Provide park information and direction to visitors in person and by telephone. Distribute maps, brochures, and educational literature.
- Process phone in program and site visit reservations. Prepare and send out program confirmation information, waivers, and pre-visit packets for programs.

- Monitor and perform light upkeep of Visitor Center
- Receive and process revenues associated with program fees, out-of-county Spree fees, and donations according to Park District cash handling policy.
- Assist in program preparation and special events, both on and offsite. May be asked to assist in planning and creating exhibits.
- Complete work reports and attendance reports daily and as needed for additional tracking.
- Assist with preparation of financial records, receipts, and donation box funds, in accordance with Summit Metro Parks' cash handling policy.
- Assist in proofing the bi-monthly Green Island Magazine.
- Regular and predictable attendance is expected and preferred. All Summit Metro Parks employees must be prepared to work flexible schedules, including evenings, weekends, and/or holidays as required.

**Evaluation of this position may also be based on occasional performance of the following other functions:**

- Keeps direct supervisor promptly informed of key/significant issues or concerns.
- Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment for self, co-workers and the public. Responds to hazardous situations and/or potentially unsafe conditions with timely corrective action as capable and promptly notifies supervisory personnel.
- Performs related duties as assigned or apparent.

**CONDITIONS OF CONTINUED EMPLOYMENT:**

- Must successfully complete a one-year probationary period.