



**TITLE:** Outreach Program Assistant  
Summit Lake REACH Opportunity  
Center

**STATUS OF EMPLOYMENT:** Seasonal

**SALARY CLASSIFICATION:** Hourly – Non-exempt, Wage Schedule C

**BENEFITS:** Participation in the Ohio Public Employees Retirement System

**GENERAL STATEMENT OF DUTIES:**

Under the direction of the Chief of Community Engagement, Education and Recreation Manager, Outreach Manager and Assistant Education and Recreation Manager, assists in creating and presenting a variety of nature- based educational programs and recreational experiences primarily to urban and non-traditional audiences throughout Summit County who would not routinely visit Summit Metro Park programs or facilities because of identified barriers.

**SUPERVISION RECEIVED:**

Directly reports to the Outreach Manager.

**SUPERVISION EXERCISED:**

Assist with supervising volunteers who may assist with programming efforts.

**DUTIES AND RESPONSIBILITIES:**

- Assist in developing, creating, planning and implementing nature-based education programs in urban areas and other assigned locations.
- Assist the naturalist in presenting nature-based education programs to non-traditional audiences.
- Assist in maintaining accurate records of programs delivered; attendance and evaluation data.
- Provides care and custodial responsibility of office areas, kitchen, displays, bio-facts, program materials and written literature that is distributed program participants.
- Cross train with Naturalist staff during in-services.
- Ensure compliance with safety and risk management programs of Summit Metro Parks.
- Performs related duties as assigned.

## **QUALIFICATIONS:**

Completed a high school diploma or equivalent.

Knowledge and understanding of methods & principles of interpretation or education.

Interpretive guide, planner or heritage interpreter certification not required but, preferred.

- Ability to conduct both in-formal presentations and mobile programs to non-traditional groups.
- Knowledge of developmentally appropriate activities and ability to design age-appropriate education curricula and activities.
- Ability to interact with and manage children and adults in the outdoors; must possess visual and auditory abilities to identify and respond to environmental and other hazards related to visitor activity.
- In depth oral, written and visual communication skills.
- Excellent interpersonal skills; ability to work with a wide variety of personalities; ability to deal with the public and staff with tact, courtesy and diplomacy. Excellent customer service skills.
- Demonstrated creativity.
- Ability to work both independently and as part of a team. Computer skills, including proficiency in Word, Excel and other Microsoft Office applications.
- Flexible work hours, including evenings, weekends and holidays, as required.
- Demonstrated emotional intelligence to include: demonstrated self-awareness and accurate self- assessment, demonstrated sensitivity and empathy, demonstrated openness, reliability, and consistency.

## **Physical Requirements:**

Essential Physical Demands and Working Environment:

- While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear.

The employee is required to sit; stoop, kneel, crouch; smell and drive. The employee must lift and transport program materials up to 25 pounds.

Conditions of Continued Employment:

- Must successfully complete a one-month probationary period