



Internal/External Posting

Position:	Part-time Year-round Community Engagement Specialist
Classification:	Hourly, Non-Exempt, Starting \$17.77 per hour
Benefits:	Ohio Public Employees Retirement
Profile:	Overall purpose of this position: Under the direction of the Community Engagement Coordinator, serves as Community Engagement Specialist at the various park district's Nature Centers, staffing information desk, manning telephones and supporting programming as needed. Provides customer service to the park staff, volunteers and the public.
Qualifications:	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 ingroup 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. 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. Valid Ohio driver's license with clean driving record.
Conditions of continued employment:	Must successfully complete a probationary period. Must achieve drug-free workplace compliant screening results, including THC and alcohol.
Contact:	Please submit a letter of inquiry and resume in Word or PDF format to: employment@summitmetroparks.org
Posting Date:	November 25, 2025
Closing Date:	December 9, 2025