



GREENFIELD
PARKS &
RECREATION

POSITION: Nature Center Attendant
DEPARTMENT: Parks and Recreation
REPORTS TO: Assistant Director & Program/Events Specialist
WORK SCHEDULE: Seasonal: March thru October (hours may vary; during season; some evenings, and weekends and holidays}

DATE WRITTEN: February 2024

STATUS: Part-time

DATE REVISED:

STATUS: Non-Exempt

DATE REVIEWED: February 2026

To perform this position successfully, an individual must be able to perform each duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Parks Nature Center Attendant for the City of Greenfield Parks and Recreation Department. Incumbent works under Assistant Director & Program/Events Specialist and is responsible for oversight of Thornwood Nature Center, nature programming, care of exhibits & displays, participation in meetings and prep work for new exhibits and displays, securing donations and loan items and facilitation of necessary paperwork.

General Responsibilities:

- Encourage Park visitors to discover the outdoors and develop positive personal connections with all park properties.
- Assist with programs and interactions that result in memorable experiences.
- Present educational information to various groups.
- Assists with displays, exhibits, programming, workshops and all experiences within the Nature Center.
- Greet people with enthusiasm. Be enthusiastic and flexible, as well as having a welcoming and professional presence. They should be comfortable speaking to small and large groups of people of all ages.
- Performs related job duties as assigned.
- Housekeeping duties as needed.
- Find a replacement if you cannot meet your scheduled time.
- Inform the Parks Department of any type of supplies needed.
- Must be available to assist in special events and programs throughout the year. This can include, but is not limited to summer concerts, movies, Trunk or Treat, Turkey Day 5K, winter activities, etc.

Job Requirements

- Knowledge of plants, wildlife, and nature background preferred
- Ability to follow oral and written instructions
- Ability to work alone and with others in a team environment with minimum supervision and work on several tasks at the same time, often under pressure
- Ability to effectively communicate orally and in writing with co-workers and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities. Ability to interact with other city departments, county agencies
- Must be able to communicate with the public.
- Must be able to communicate with school age children.
- If we have school tours that would like to have a tour at 10am or on a Monday, we will work around this, but try and schedule tours for when we are open.
- Specialized knowledge of work methods used and the ability to relate this knowledge to others. This includes the proper safety procedures to use in specific maintenance work.

Qualifications

- Education – A minimum of a High School diploma or equivalent documentation of a GED.

DIFFICULTY OF WORK:

Incumbent's duties are somewhat broad in scope.

Incumbent must stand for a long period of time, be energetic when greeting visitors, knowledgeable in the natural environment in Hancock County and be able to share facts and details about plant and wildlife.

RESPONSIBILITY:

Incumbent performs according to standard practice of the professional field. Incumbent receives general supervision and discusses with Assistant Parks Director and Programs/Events Specialist unusual/ unprecedented situations. Incumbent's work is reviewed primarily for attainment of department goals and objectives.

PERSONAL WORK RELATIONSHIPS:

Incumbents maintains frequent contact with co-workers, other City departments, other recreation organizations, program participants, local school corporation, national associations, and the public for purpose of exchanging information, explaining/ interpreting policies and procedures, coordinating program activities, and supervising and directing personnel.

APPLICATION/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Parks Nature Center Attendant part time for the City of Greenfield Parks and Recreations Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and comply with all job duties, requirements and responsibilities contained herein.

Is there anything that would keep you from meeting the job duties and requirements as outline?

Yes _____ No _____

Applicant/Employee Signature

Date