

PARK ACTIVITIES COORDINATOR**Nature of Work**

Under general supervision, at the full-performance level, researches, plans and conducts a variety of educational, informational, and recreational programs in parks and recreation areas owned and operated by the state. Performs related duties as required.

Examples of Work

- Plans, prepares and researches material for a variety of recreational programs.
- Plans and guides nature walks and interprets local flora, fauna, and geological qualities of the region.
- Prepares and presents slide programs about the natural and historical features of the area.
- Leads park guests on field trips, often over rugged terrain.
- Coordinates and/or leads park guests in seasonal activities such as horseback riding, skiing, softball games, campfires, and bird watching.
- Coordinates indoor and/or evening activities such as movies, dances, nature talks; schedules live entertainment when appropriate.
- Completes reports on attendance, activities, use of supplies, and related items.
- May write brochures, announcements, notices, and news releases.
- May assist in maintaining hiking trails.
- May supervise and train employees in the activities program area.

Knowledge, Skills and Abilities

- Knowledge of geology, vegetation, and animal life of the region.
- Knowledge of the content and format of group activities programs.
- Skill in the oral and written presentation of factual material.
- Ability to interpret and explain a wide variety of biological and geological features of the region.
- Ability to create interest in natural history subjects.
- Ability to perform the physical duties of the position.
- Ability to operate audio-visual equipment.
- Ability to work with people of all ages.

Minimum Qualifications

- TRAINING Graduation from an accredited four-year college or university with a major or minor in botany, zoology, geology, natural history, recreation, park management, forestry, conservation, or natural science.
- SUBSTITUTION Experience as described below may substitute for the required training on a year-for-year basis.
- EXPERIENCE One year of full-time or equivalent part-time paid experience in one of the fields listed above.

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PARK ACTIVITIES COORDINATOR - CONT'D.

Minimum Qualifications - CONT'D.

SUBSTITUTION Graduate work in the fields of botany, zoology, geology, natural history, recreation, park management, forestry, conservation or other related field may be substituted for the experience.

Established: 08/17/95
Effective: 10/01/95