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.
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