

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. PARKTPREA20R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DNR-NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description PARK INTERPRETER-E	10. Division MARKETING & OUTREACH
5. Working Title (What the agency calls the position) Pocket Park Educator	11. Section EDUCATION SERVICES
6. Name and Position Code Description of Direct Supervisor NEAL, THERESA M; DEPARTMENTAL MANAGER-3	12. Unit
7. Name and Position Code Description of Second Level Supervisor MCKEON, SHAUN B; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Escanaba Pocket Park, 2401 12th Ave, Escanaba, MI 49829 / VARIED SCHEDULE INCLUDES WEEKENDS, HOLIDAYS, EVENI

14. General Summary of Function/Purpose of Position

Employee is responsible for planning, promoting and presenting educational programs within the Escanaba Pocket Park, located in the Upper Peninsula State Fair Grounds. Duties also include maintaining park grounds, buildings and equipment. Employee will teach Hunter Safety courses and field days, beginner archery programs and fishing programs. Employee will also lead volunteer recruitment and coordination efforts at the Pocket Park.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Delivery and promotion of educational programs at the Escanaba Pocket Park.

Individual tasks related to the duty:

- Research, develop, present and market shooting sport programs to varied audiences.
- Recruit and train seasonal staff and volunteers in presenting and assisting with programs.
- Coordinate Hunter Safety classes and field days for public and private groups.
- Develop and conduct program evaluations. Maintain master schedule for programs, groups and events held at Pocket Park. Develop and implement marketing practices to promote the Pocket Park locally, including Facebook page.
- Schedule family-friendly programming during evenings and weekends.
- Provide programming for groups as requested.

Duty 2

General Summary:

Percentage: 30

Maintain the park grounds, shooting ranges, fishing pond and education classroom building.

Individual tasks related to the duty:

- Use motorized and hand tools to maintain landscaping, including cut grass, trim vegetation, weed whip and edge walkways.
- Repair archery equipment, fishing poles and pellet equipment. Replace as needed.
- Paint, stain and repair buildings, structures and shooting ranges within Pocket Park.
- Clean education building daily using provided cleaning equipment.
- Maintain and replace interpretive signage along walkways and inside building.

Duty 3

General Summary:

Percentage: 20

Operates the Pocket Park Education Building for programming and as a primary source of information about DNR services and recreational activities within the region.

Individual tasks related to the duty:

- Respond to all correspondence regarding use of Pocket Park.
- Maintain database of program participants using assigned software.
- Maintain schedule of educational building use, both internal and external.
- Provide attendance reports and program schedules in a timely manner.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Determine appropriate teaching methods, materials and group size for programs, tours and other teaching situations.
- Review program requests and maintain the master program and staffing schedule.

17. Describe the types of decisions that require the supervisor's review.

- Monthly work priorities; determined during 1-on-1 meetings.
- Partnerships with outside organizations.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- Walking, standing and presenting for 2+ hours at a time indoors and outdoors.
- Exposure to extreme wet, cold or hot conditions for 2+ hours at a time.
- Ability to lift 40 pounds.
- Ability to tolerate biting insects for 2+ hours at a time.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

- Present introductory fishing and shooting programs to families and local groups.
- Provide hunter safety certification opportunities, including field days.
- Maintain and improve the grounds at the Pocket Park.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Operating and maintaining Pocket Park Education Building is now broken up into two separate duties.

25. What is the function of the work area and how does this position fit into that function?

MOD's responsibilities include educational program services at DNR facilities, including the Escanaba Pocket Park.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in natural sciences, park management, natural resources communication or interpretation, parks and recreation, outdoor or environmental education, fisheries and wildlife or another natural resources related field, or an education degree with an emphasis in natural science.

EXPERIENCE:

Park Interpreter 9

No specific type or amount is required.

Park Interpreter 10

One year of professional experience providing interpretation services equivalent to a Park Interpreter 9.

Park Interpreter P11

Two years of professional experience providing interpretation services equivalent to a Park Interpreter, including one year equivalent to a Park Interpreter 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of shooting sports, including archery and guns; knowledge of fishing techniques; knowledge of interpretive delivery techniques; ability to read facial expressions; basic computer skills including email, Microsoft (Word, Excel, PowerPoint) and virtual platforms (Zoom, Teams).

CERTIFICATES, LICENSES, REGISTRATIONS:

Hunter Safety Certificate preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

n/a

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date