

Position Code

1. PARKTPREA05R

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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
VACANT	NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
PARK INTERPRETER E – NON CAREER	MARKETING & OUTREACH
5. Working Title (What the agency calls the position)	11. Section
EXPLORER SPECIALIST	EDUCATION SERVICES
6. Name and Position Code Description of Direct Supervisor	12. Unit
Holly Vaughn-Joswick, Departmental Manager 14	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Shaun McKeon, Acting, State Administrative Manager	Gerald E. Eddy Discovery Center, Waterloo State Recreation Area, 17030 Bush Rd, Chelsea, MI 48118 VARIED SCHEDULE INCLUDES WEEKENDS, HOLIDAYS, EVENINGS
14. General Summary of Function/Purpose of Position	
<p>Responsible for coaching & training seasonal Explorer Program staff and evaluation of programs & services offered at assigned park sites. The Specialist may be assigned up to 12 parks and will visit each site at least once every 2 weeks. The Explorer Specialist may be required to provide their own transportation for site visits with the DNR paying mileage & meal reimbursements consistent with State of Michigan guidelines.</p> <p>The Explorer Specialist will be responsible for compiling, reviewing, and posting weekly program schedules from explorer and interpretive sites around the state.</p> <p>The Explorer Specialist will assist with community outreach programming at assigned locations. Explorer Specialist will also identify interpretive program and other outreach needs at each of the assigned locations, both for the current program and long range planning.</p> <p>The Explorer Specialist is a non-career temporary position that reports to Education Services Departmental Manager and the Explorer Program Coordinator (Departmental Specialist).</p>	

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 of Duty 1

% of Time 40%

Responsible for mentoring and coaching seasonal Explorer Guides, and for assisting with delivery of interpretive programs.

Individual tasks related to the duty.

- Responsible for visiting, at least once every 14 days, all assigned park sites for the purpose of conducting an evaluation of programs being offered and delivery techniques being used.
- Responsible for participating as needed in community outreach opportunities in the assigned area.
- Responsible for mentoring & coaching Explorer Guides on interpretive techniques, program marketing, resource questions, and DNR objectives & messages.
- Responsible for communicating with the State Park Explorer Program Coordinator any issues that require attention, the progress at each site toward meeting program objectives, and other issues as needed.
- Responsible for meeting with the Park Supervisors as necessary to determine issues that need to be addressed to ensure a successful program

Duty 2

General Summary of Duty 2

% of Time 25%

Responsible for collecting, editing, and posting Explorer Program and Interpretive Site weekly program schedules to the DNR web.

Individual tasks related to the duty.

- Responsible for posting weekly program schedules from sites around the state. This will include tracking the collection of schedules from sites, reviewing, and editing to ensure conformance to statewide standards, and ensuring the schedules are posted and viewable from various links on the DNR website.
- Explorer Specialist will communicate regularly with Interpretive Specialist about program schedules that do not seem to meet programming standards regarding content, location or timing.

Duty 3

General Summary of Duty 3

% of Time 10%

Responsible for the evaluation of programs and services offered at assigned sites and the preparation of recommendations on program content, both for the current year and long-term plans.

Individual tasks related to the duty.

- Implement a “report card” or other evaluation tool to measure program effectiveness at assigned sites.
- Develop recommendations for mid-year program changes to be communicated to Explorer Program Coordinator
- Develop recommendations for future year program changes to be incorporated into annual report.

Duty 4

General Summary of Duty 4

% of Time 10%

Responsible for collecting and maintaining records and reports prepared by the seasonal Explorer Program interpretive staff necessary for program evaluation, budget development and annual comparisons.

Individual tasks related to the duty.

- Monitor the preparation and filing of weekly attendance and activity reports, including review for accuracy and clarity. Submit reports as requested to Explorer Program Coordinator.
- Review and edit weekly program schedules submitted by Explorer Guides for accuracy and content.
- Conduct periodic checks and end of season inventory on assigned general and resource kits and transport kits to storage as needed. Submit completed inventories to Explorer Program Coordinator.

Duty 5

General Summary of Duty 5

% of Time 10%

Responsible for assisting with training of seasonal Explorer Program interpretive staff.

Individual tasks related to the duty.

- Responsible for fulfillment of assigned duties in the planning and implementation of the Explorer pre-season training for all Explorer Program interpretive staff hired by DNR to provide summer interpretive programs in state parks. This may include leading or assisting in training sessions, preparation of instructional materials, coaching “break-out” groups, serving as a moderator on discussions, demonstrating interpretive techniques, etc.
- Responsible for any follow-up training of Explorer Guides throughout the season. This may include staff that did not attend the general training sessions, or staff that needs assistance developing or strengthening particular job skills.
- Occasionally Explorer Program interpretive staff will be hired later in the season. Explorer Specialist will be responsible for assisting with on-site training to prepare said staff with appropriate skills and equipment needed to perform job duties independently.

Duty 6**General Summary of Duty 6****% of Time 5%**

Other duties

Individual tasks related to the duty.

- Responsible for other duties and tasks as assigned by Education Services Manager.

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

Duties allowing for independent decision-making center around coaching of summer workers hired to provide educational programs in state parks. The Explorer Specialist will study each seasonal interpreter’s delivery technique and program content, and will coach the employee on teaching strategies, group management skills, dealing with difficult visitors, talking to different audiences (age, background experience, interest level), delivery of Department messages, tour leadership practices, etc.

Explorer Specialist will also determine best & most practical way to solve issues at parks brought to them by Explorer Guide or Park Supervisor.

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

The Explorer Specialist will have no responsibility for assigning or approving work, approving time or attendance, approving leave requests, or administering any disciplinary actions whether written or oral.

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

Occasional moving of small or portable exhibits, lifting & carrying of program equipment, standing and walking for extended periods, walking on rough footing or uneven surfaces, occasional general physical exertion and occasional climbing. May be exposed to varied weather conditions, vegetation, wet ground, insects or animals.

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. (If more than 10, list only classification titles and the number of employees in each classification.)**NAME****CLASS TITLE****NAME****CLASS TITLE**

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

<input type="checkbox"/> Complete and sign service ratings.	<input type="checkbox"/> Assign work.
<input type="checkbox"/> Provide formal written counseling.	<input type="checkbox"/> Approve work.
<input type="checkbox"/> Approve leave requests.	<input checked="" type="checkbox"/> Review work.
<input type="checkbox"/> Approve time and attendance.	<input checked="" type="checkbox"/> Provide guidance on work methods.
<input type="checkbox"/> Orally reprimand.	<input checked="" type="checkbox"/> 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?

A. The coaching of seasonal interpretive staff on teaching skills, program preparation techniques, interpretive program management, Departmental messages, etc.

B. Participation in pre-program training of seasonal Explorer Program interpretive staff.

C. Evaluation of Explorer Guide programs and services offered at assigned park sites, both for mid-year adjustments and long-range program planning.

D. Participation in various community outreach opportunities.

E. Developing on-site communications with Park Supervisor and staff, a key element for continued program success.

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

N/A

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

The Explorer Program is offered in over 30 of Michigan's 104 state parks. It is a seasonal interpretive-education program designed to teach park visitors about the unique natural and cultural resources found in each state park, and the importance of being stewards of these resources. Audiences include both children and adults, often in a family or group setting.

The Explorer Program is managed by the Education Services Section of the DNR Marketing & Outreach Division in cooperation with Parks & Recreation Division.

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.

Preferred: Experience in the design and delivery of interpretive educational programs or services. Experience in coaching, teaching, or leading others.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of interpretive-education program skills and strategies with voluntary participation audiences.

Ability to work independently and as part of a team.

Competency in written and oral communication.

Strong organizational skills.

Basic working knowledge of commonly used computer office software.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license required.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY
Indicate any exceptions or additions to statements of the employee(s) or supervisors.
<i>I certify that the entries on these pages are accurate and complete.</i>
<div>_____ Appointing Authority Signature</div> <div>_____ Date</div>
TO BE FILLED OUT BY EMPLOYEE
<i>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.</i>
<div>_____ Employee's Signature</div> <div>_____ Date</div>