

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 9-11 – Limited Term 9 months	MARKETING & OUTREACH
5. Working Title (What the agency calls the position)	11. Section
NATURE AWAITS INTERPRETER	EDUCATION SERVICES
6. Name and Position Code Description of Direct Supervisor	12. Unit
Holly Vaughn-Joswick, Departmental Manager-3	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Vacant, State Administrative Manager 15	Wolf Lake State Fish Hatchery, Mattawan, MI VARIED SCHEDULE INCLUDES WEEKENDS, HOLIDAYS, EVENINGS
14. General Summary of Function/Purpose of Position	
Responsible for delivering environmental education programming for fourth graders at up to four assigned regional locations and through virtual video conferencing platforms. The interpreter will also mentor and lead seasonal Nature Awaits Program staff at assigned park sites. The interpreter will identify interpretive program needs at each of the assigned locations, both for the current program and long-range planning. The position will likely include a state vehicle for use: however, The Nature Awaits Interpreter may be required to provide their own transportation for site visits with the DNR paying mileage and meal reimbursements consistent with State of Michigan guidelines. The Nature Awaits Interpreter is a limited term position (Until September 30, 2026) that reports to the Southern Interpretive Field Manager.	

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 60

Responsible for the delivery of interpretive programs and for mentoring and leading work of seasonal Nature Guides.

Individual tasks related to the duty.

- Responsible for delivering interpretive programs to fourth graders at the state parks and over virtual video conferencing platforms.
- Responsible for ensuring Nature Awaits Program Staff is aware of their daily work assignment and making sure interpretive teams get to the proper park location for the day.
- Responsible for contacting teachers participating in the Nature Awaits program to confirm attendance and to give instructions.
- Responsible for mentoring and coaching Nature Awaits Interpreters on interpretive techniques, resource questions, and DNR objectives and messages.
- Responsible for communicating with the Nature Awaits 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 Park Supervisors, Hatchery Interpreter and Hatchery Manager as necessary to determine issues that need to be addressed to ensure a successful program.
- Communicating with administrators, teachers and students from rural and urban areas.

Duty 2

General Summary of Duty 2 % of Time 10

Responsible for assisting with training of seasonal Nature Awaits Program interpretive staff.

Individual tasks related to the duty.

- Responsible for fulfillment of assigned duties in the planning and implementation of pre-season training for seasonal interpretive staff hired by DNR to provide fourth grade 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 Nature Awaits Educators 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 Nature Awaits Program interpretive staff will be hired later in the season. The Interpreter will be responsible for assisting with on-site training to prepare said staff with appropriate skills and equipment needed to perform job duties independently.
- Help to interview and select Nature Awaits State Workers.

Duty 3

General Summary of Duty 3 % of Time 10

Responsible for collecting and maintaining records and reports prepared by the seasonal Nature Awaits Program interpretive staff necessary for program evaluation, budget development and annual comparisons and for evaluating program effectiveness at assigned sites.

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 Nature Awaits Program Coordinator.
- Conduct periodic checks and end of season inventory on assigned resource kits and transport kits to storage. Submit completed inventories to Nature Awaits Program Coordinator.
- Collect evaluations from program participants and compile data into spreadsheet.
- 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.
- 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 Nature Awaits 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 recruiting participants by making visits to schools to speak with teachers and administrators.

Individual tasks related to the duty.

- Visiting schools to promote the Nature Awaits Program and answer questions from potential participants.
- Communicating the benefits of participation to teachers and administrators.

Duty 5

General Summary of Duty 5

% of Time 5

Networking and promoting the Nature Awaits Program and the Department of Natural Resources Education Services at conferences and meetings.

Individual tasks related to the duty.

- Attend and present at professional development conferences including the Michigan Science Teacher Association, National Association for Interpretation, Michigan Alliance of Environmental and Outdoor Education, etc.
- Provide content for social media and other marketing efforts.

Duty 6

General Summary of Duty 6

% of Time 5

Responsible for other duties and tasks as assigned by Nature Awaits Program Coordinator.

Individual tasks related to the duty.

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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 educators hired to provide educational programs in state parks. The Nature Awaits Interpreter 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, program leadership practices, etc).

The Nature Awaits Interpreter will also determine the best and most practical way to solve issues at parks brought to them by a Nature Awaits Educator or Park Supervisor.

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

The Nature Awaits Interpreter 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 and carrying up to 20 pounds of program equipment, standing and walking for extended periods, walking on rough footing or uneven surfaces for one mile or more, 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.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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

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|---|---|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☒ Review work. |
| ☐ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☒ 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 mentoring of seasonal interpretive staff on teaching skills, interpretive program management, departmental messages, etc.
- B. Participation in pre-program training of seasonal Nature Awaits Program interpretive staff.
- C. Evaluation of Nature Awaits programs and services offered at assigned park sites, both for mid-year adjustments and long-range program planning.
- D. Developing on-site communications with Park Supervisor and Nature Awaits 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 Nature Awaits Program is offered in over 30 of Michigan's 104 state parks. It is a seasonal interpretive-education program designed to teach fourth grade students 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 an outdoor classroom setting.

The Nature Awaits 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.
Understanding social and emotional learning of 4th graders. Anticipating needs and accommodations.
Communication with people of various backgrounds.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

Communication with people of various ages and backgrounds.

Understanding the social and emotional learning and needs of 4th graders.

Ability to work independently and as part of a team.

Knowledge of State of Michigan K-12 education standards.

Competency in written and oral communication.

Strong organizational skills.

Basic working knowledge of commonly used computer office and video conferencing 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 certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.