



Interpreter

Part Time \$13.45 - 19.00/hour DOQ (Up to 1,500 hours per year)

Part Time - P3

GENERAL STATEMENT OF DUTIES: Under the direction of the District Interpretive Services Supervisor, this year-round, part time Interpreter position seeks to present a variety of interpretive programs to school groups of all levels, families, community groups and other members of the public, to share the rich natural and cultural history of Southeast Michigan at the Huron-Clinton Metroparks. Work responsibilities in this position involve assisting in planning and preparing talks. Presenting talks, demonstrations, and promoting public interest in the appreciation of natural, historical and cultural resources. This position performs a variety of professional and technical duties related to interpretive programs and operation of nature centers, farms, and museums for assigned district.

SUPERVISION RECEIVED: Works under the general direction of either the District Interpretive Services Supervisor. Position works independently and exercises some judgment and discretion in completion of duties.

ESSENTIAL DUTIES: The list below is intended to describe the general nature of duties only. Employees shall perform other duties as assigned.

- Assist in the development and conduct interpretive presentations to students, families, summer camps, and the general public.
- Promote public interest and participation in interpretive programs through tasks, illustrated lectures, and dissemination of pertinent publicity.
- Work a varied schedule, work any day of the week, including weekends and holidays, am or pm shifts, and in any type of weather.
- Register groups and individuals for programs, create invoices, prepare and send out correspondence, and arrange other school/group visit logistics.
- Welcome and interact with casual park visitors and answer inquiries in person and via telephone, e-mail, and social media.
- Maintenance of indoor facilities and outdoor spaces, including captive animal and trail maintenance, as needed.
- May assist with special events

The list above is intended to describe the general nature of duties only.

MINIMUM QUALIFICATIONS: Interpreter - P3

- Associate's Degree in nature interpretation, environmental education, biology or natural resources management or a related field, Bachelors preferred. Applicants with 4 or more years of related service will be given credit toward meeting the minimum educational requirements and will be considered for the position.
- Experience in interpretation, education or a related field preferred.
- Ability to complete CIG certification within one year.
- Ability to learn the principles and practices used in developing and carrying out a diversified interpretive program.
- Ability to design science education programs that support the NGSS and Michigan Science Standards set by the Michigan Department of Education.

- Ability to promote and maintain cooperative working relationships with educational groups, park visitors and other employees.
- Ability to demonstrate creativity and the ability to implement new initiatives.
- Ability to understand and carry out oral and written instructions.
- Ability to communicate verbally to give tours, lead programs and presentations.
- Ability to use carpenter, gardening, farming, and artistic tools.
- Ability to work in all weather conditions.
- Ability to traverse sandy, marshy and wooded areas with even or uneven terrain.
- Must maintain a valid Michigan driver's license and an acceptable driving record.
- May be assigned to work in other parks and districts as needed and if necessary.
- May be required to adjust schedule to meet organizational needs, including special events, evenings, weekends & holidays.
- Ability to perform essential duties.

Interpreter

Part Time - P4

GENERAL STATEMENT OF DUTIES: Under the direction of the District Interpretive Services Supervisor or the Farm Center Interpretive Supervisor, this year-round, part time Interpreter position seeks to present a variety of interpretive programs to school groups of all levels, families, community groups and other members of the public, to share the rich natural and cultural history of Southeast Michigan at the Huron-Clinton Metroparks. Work responsibilities in this position involve planning, preparing, and presenting talks, demonstrations, and promoting public interest in the appreciation of natural, historical and cultural resources. This position performs a variety of professional and technical duties related to interpretive programs and operation of nature centers, farms, and museums for assigned district.

SUPERVISION RECEIVED: Works under the general direction of either the District Interpretive Services Supervisor or the Farm Center Interpretive Supervisor. Position works independently and exercises some judgment and discretion in completion of duties.

ESSENTIAL DUTIES: The list below is intended to describe the general nature of duties only. Employees shall perform other duties as assigned.

- Meets all the essential duties of the Interpreter - P3.
- Develop and conduct interpretive presentations to students, families, summer camps, and the general public.
- Create and maintain necessary reports and paperwork.

The list above is intended to describe the general nature of duties only.

MINIMUM QUALIFICATIONS: Interpreter - P4

- Meets all the minimum qualifications of the Interpreter - P3.
- Associate's Degree in nature interpretation, environmental education, biology or natural resources management or a related field, Bachelors preferred. Applicants with 4 or more years of related service will be given credit toward meeting the minimum educational requirements and will be considered for the position.
- Certified Interpretive Guide (CIG) certification, or the ability to complete CIG certification within one year.
- Experience in interpretation, education or a related field.
- Knowledge of the principles and practices used in developing and carrying out a diversified interpretive program.
- Knowledge of and ability to design science education programs that support the NGSS and Michigan Science Standards set by the Michigan Department of Education.

Interpreter

Part Time - P 5

GENERAL STATEMENT OF DUTIES: Under the direction of the District Interpretive Services Supervisor or the Farm Center Interpretive Supervisor, this year-round, part time Interpreter position seeks to present a variety of interpretive programs to school groups of all levels, families, community groups and other members of the public, to share the rich natural and cultural history of Southeast Michigan at the Huron-Clinton Metroparks. Work responsibilities in this position involve planning, preparing, and presenting talks, demonstrations, and promoting public interest in the appreciation of natural, historical and cultural resources as well as, the ability and willingness to accept a leadership role in certain designated situations. This position performs a variety of professional and technical duties related to interpretive programs and operation of nature centers, farms, and museums for assigned district.

SUPERVISION RECEIVED: Works under the general direction of either the District Interpretive Services Supervisor or the Farm Center Interpretive Supervisor. Position works independently and exercises some judgment and discretion in completion of duties.

ESSENTIAL DUTIES: The list below is intended to describe the general nature of duties only. Employee shall perform other duties as assigned.

- Meets all the essential duties of the Interpreter - P3/4.
- Develop, conduct and enhance interpretive presentations to students, families, summer camps, and the general public.
- Ability and willingness to accept increasing amount of responsibility

The list above is intended to describe the general nature of duties only.

MINIMUM QUALIFICATIONS: Interpreter - P5

- Meets all the minimum qualifications of the Interpreter - P3/4.
- Bachelor's Degree in nature interpretation, environmental education, biology or natural resources management or a related field. Applicants with 8 or more years of related service will be given credit toward meeting the minimum educational requirements and will be considered for the position.
- Certified Interpretive Guide (CIG) certification.
- Two (2) years of Huron Clinton Metroparks Interpretive Services experience in interpretation and demonstrates progressive responsibilities.
- Other certifications a plus ie. Project Learning Tree and Project Wet

TOOLS & EQUIPMENT USED: Personal computer including data base, scheduling, publishing, spreadsheet, power point, and word processing software; calculator, copy & fax machines; phone, GPS unit, radios, automobile and heavy farm equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee generally performs work in an inside environment. Occasionally, the employee will be required to work in an outdoor environment, where weather conditions include heat, rain, and snow.

SELECTION GUIDELINES: Selection process may include, but is not limited to, any or all of the following: formal application, rating of education and experience, oral interviews, reference check, job related tests, psychological exam, and physical exam to include drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employee and Huron-Clinton Metropolitan Authority and is subject to change by HCMA based on the needs and requirements of the organization.