



OREGON PARKS AND RECREATION DEPARTMENT

Seasonal Interpretive Naturalist

JOB TITLE: Interpretive / Community Outreach Interpretive Naturalist **PARK:** Tryon Creek State Natural Area

SUPERVISOR'S NAME & TITLE: Dorothy Brown-Kwaiser, Park Ranger 3

DURATION OF POSITION: June / 2013 to September / 2013

WORK HOURS/SCHEDULE/SALARY:

The interpretive naturalist will work 5 days / 40 hours per week. 2 consecutive days off. Some weekends, holidays, and evenings. Starting salary is \$12.55 hourly, \$2009 monthly.

LIST AND DESCRIBE WORK SPACE PROVIDED AND JOB SITE(S):

Work Space:

- The interpretive naturalist will work in upstairs office at Tryon Creek State Natural Area Nature Center. This space is shared with the Office Coordinator and Park Ranger 2. The Park Manager is adjacent and the Interpretive Park Ranger 3 and Interpretive Park Ranger 1 office is downstairs – a permanent employee will be available daily for questions and guidance.
- The interpretive naturalist will have a desk and laptop to use as well as access to office equipment such as a telephone, fax, copier, printer, scanner, digital camera, GPS.
- The individual will have access to the Internet, the OPRD Statewide GroupWise email system and the OPRD network drives as well as his/her own OPRD State email address.
- Tryon Creek has an extensive interpretive and education resource library for the interpretive naturalist to use in research and program development.
- An outdoor picnic shelter, a classroom, and an exhibit room can all be utilized for meetings and educational programs.
- The park provides an InFocus projector for the interpretive naturalist to use for presentations.
- For transportation needs, the interpretive naturalist has access to a gator and a park truck – operation/safety training is provided for both.
- The interpretive naturalist will have access to a radio and/or cellphone for communication with park staff.

Job Site: Tryon Creek State Natural Area, 11321 SW Terwilliger Blvd., Portland, OR 97219

LIST ALL POSITION RESPONSIBILITIES & DUTIES:

This position will focus on providing outreach to underserved populations in the Portland metropolitan area and diversifying the current visitor group. The goals of this position are to:

- Increase awareness of and participation in interpretive opportunities amongst underserved populations.
- Increase participation in interpretive opportunities amongst repeat visitors who are not currently involved in or aware of Tryon Creek's interpretive opportunities.
- Increase awareness of, participation in, and offerings for interpretive opportunities at satellite parks.

Duties may include, but are not limited to:

- Engage the underserved populations to visit the park and participate in Tryon Creek interpretive opportunities. Research these populations and their interests and needs and develop programming to target them. Organizations who currently work with underserved populations that we could contact include: The Turning

Point Neighborhood House, AmeriCorps Youth Involvement Coordinator, Lake Oswego Adult Community Center, Portland Girls and Boys Club, Youth Employment Institute, and the Deaf and Hearing OutReach.

- Research, contact, plan, and organize at least one special group program per week. Target bringing in underserved populations.
- Develop and present / lead at least one “Let’s Go” outdoor skill / recreational opportunity per week, focusing on bringing new visitors to Tryon Creek SNA. Recreational opportunities may include: Stargazing, hiking, photography, tracking, nature sketching, geocaching, Leave No Trace.
- Develop and lead / secure a volunteer to lead at least one evening interpretive program or hike per week. Target underserved / repeat populations. Possible to coordinate in conjunction with a Friends of Tryon’s event.
- Take the lead on Tryon Creek SNA’s roving volunteer program. Coordinate volunteers, schedule time slots, ensure volunteers have appropriate training and resources, be available for support. Engage repeat visitors above.
- Research, develop, organize, and lead / secure a volunteer to lead one interpretive program per month at one of Tryon Creek SNA’s satellite parks – engaging a broader spectrum of the metropolitan area population. Satellite parks could include: Mary S. Young, Wapato State Greenway, Willamette Stone State Heritage Site, and Coalca State Greenway.
- Prepare written reports to document individual accomplishments, visitor comments, and new community contacts, and other job-related information.

SKILLS, EDUCATION and EXPERIENCE THAT ARE REQUIRED/ PREFERRED

Skills, Education, and Experience REQUIRED:

- Candidate must demonstrate strong communication skills, be able to speak effectively before groups, and interact constructively with co-workers and visitors.
- Candidate must have skills in effective speaking, writing, and listening. Ability to organize thoughts and information logically and explain them clearly are essential.
- Self-motivation, initiative, reliability, organization, and professionalism are all essential.
- Candidate must have a basic knowledge of computer software, word processing, email, spreadsheets, and Internet navigation.
- Candidate must possess a valid driver’s license and be willing to wear the OPRD park ranger uniform.
- Candidate must be willing and able to work weekends, holidays, and evenings as necessary.

Skills, Education, and Experience PREFERRED:

- Prior work or volunteer experience in the field of interpretation and/or environmental education.
- Experience with interpretive centers, outreach programs, and volunteer groups.
- Skills in developing and delivering interpretive programs and products.
- Skills in practices relating to the conservation, preservation, and protection of natural and cultural resources.
- Skills in organizing and giving direction and guidance to volunteers.
- Current or past undergraduate studies in biology, ecology, natural resources, environmental studies, environmental education, natural history interpretation, or a related field.
- Knowledge of the natural and cultural history of the Pacific Northwest.
- National Association for Interpretation (NAI) Certified Interpretive Guide (CIG) certification or equivalent.

TIMELINE FOR ORIENTATION, TRAINING, COACHING, MENTORING, AND EVALUATION TO BE PROVIDED TO THIS INDIVIDUAL:

Week 1:

- Completion of administrative paperwork and review of procedures – new hire paperwork, leave requests, uniform and keys issuing.
- Park orientation, staff and Friends group introductions.
- Park tour with supervisor or manager.
- Familiarization of the park, its natural and cultural history, and its context in the metropolitan area and the

state.

- Review of interpretive naturalist / seasonal interpreter handbook.
- Introduction and overview of the Interpretive Plan and Interpretive Assessment for the Tryon Creek Management Unit. Introduction to Tryon Creek's interpretive goals, objectives, and themes.
- An overview list of goals and objectives for the summer will be presented to the interpretive naturalist and reviewed/discussed.
- Weekly meetings will be set up with supervisor to check in, complete evaluations, coach, and mentor.
- Training/safety modules for position tasks will be completed – Safe Vehicle Operations, Personal Protective Equipment, Blood Borne Pathogens, Slips & Trips & Falls, Animal Awareness.
- Time will be permitted for familiarizing self with park trails, trailheads, facilities, and natural resources.

Week 2:

- OPRD Interpretive CORE and Junior Ranger Training. This is a 4-day training providing the basis for thematic interpretive programming and an introduction to the OPRD Junior Ranger Program. This is also the foundation for receiving the OPRD Basic Interpreter certification.
- Finalize approach for completing summer goals, objectives, tasks, deadlines.

Regular Summer Duties:

- One special group program per week.
- One evening interpretive program or hike offering per week. (Led by self or volunteer.)
- One outdoor skill / recreational opportunity per week.
- Roving interpretation.
- One interpretive program at one of Tryon's satellite parks per month. (Led by self or volunteer.)

Regular Summer Coaching / Mentoring / Evaluation:

- Bi-monthly Tryon interpretive team meetings.
- Monthly Tryon Creek / Milo McIver interpretive team meetings.
- Monthly program evaluations followed by coaching sessions.
- Bi-monthly program self-evaluations – followed by successes and solutions session with supervisor.
- Daily coaching / mentoring with permanent Interpretive Ranger, Interpretive Ranger 3.
- End of season evaluation / feedback.

Final 2 Weeks:

- Submit DRAFT electronic end of season report to supervisor for comments.
- Incorporate comments into final draft and submit no later than one week prior to last day of work.
- Write thank you cards or letters to all community partners and volunteers to solidify relationship and pass on winter staff contact information.
- Organize all paper and electronic files and photographs. Discard of any unnecessary files.
- Clean office space, filter out all personal items.
- Return resources and supplies to appropriate areas.
- Make final revisions to any new interpretive program outlines and supporting materials. Save for future interpreters.
- Return all park property—hats, uniforms, badges, nametags, keys, thumb drives, etc.
- Weekly meetings and final end of season meeting to review end of season report.

PLAN TO RECEIVE FEEDBACK (both regular and end-of-season) FROM THIS INDIVIDUAL:

- Communication expectations will be established on the first day of work during the orientation.
- Weekly meetings will be scheduled to ensure communication remains open and constant.
- During the week, voice and email will provide a continuous link between interpretive naturalist and supervisor.
- Weekly to-do lists will be generated and shared by all interpretive staff so all are informed of each other's areas of work.
- The park is staffed from dawn to dusk, making staff guidance available at any hour on any shift assigned to the interpretive naturalist.

- Monthly staff meetings will provide the support system and creative environment needed to generate ideas for interpretive programs and projects.
- One Interpretive Ranger Assistant and one Interpretive Park Ranger 1 will be on staff during the summer and will be working “partners” for the interpretive naturalist.
- A minimum of three interpretive program evaluations will be completed by the supervisor during the course of the summer. Interpretive naturalists are encouraged to complete self-evaluations for each new program and discuss these with the supervisor.
- End of season reporting will take place 2 weeks before the final day of work to review the draft and receive comments.
- A final report review and end of season exit interview will take place between interpretive naturalist and supervisor on the interpretive naturalist’s final day of work.

LIST TOOLS AND EQUIPMENT TO BE USED BY THIS INDIVIDUAL:

- Laptop
- Digital camera
- InFocus projector
- DVD/VCR
- Telephone, cellphone or park radio
- Printer, scanner, fax, copier
- Props from Interpreters’ Closet
- Interpretive library books and resources
- Maintenance equipment as needed: Hand tools, litter sticks, trash bags, hand & power tools, vehicles, gators

TO APPLY:

Applications accepted starting **February 7, 2013**. Send a resume and cover letter explaining your relevant experience and interest. Be sure to state the dates you are available.

CONTACT:

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