

**IRMO CHAPIN RECREATION COMMISSION
POSITION POSTING**

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| Opening date: | 08/24/17 | Closing Date: | 09/07/17 |
| Job Title: | PARK RANGER/INTERPRETER | | |
| Hiring Range: | \$40,606 - \$60,909 | Grade: | 08 |
| Position Type: | Full-time | Position Type: | Exempt |
| Location: | Saluda Shoals Park | Normal Work Schedule: | Hours are 37.5 -40hrs per week. However, this role requires flexibility to work morning, late evening or weekends, Mon – Sun. |

GENERAL STATEMENT OF JOB

Under limited supervision, coordinates and administers a comprehensive program of environmental interpretation and leisure programs, activities, services and events that promote environmental awareness and a lifestyle of wellness and physical activity for citizens of all ages, interests and abilities; ensures a safe environment for park visitors and staff. Performs related administrative and professional work as required. Reports to the Lead Ranger or Park Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

Plans, implements, administers, monitors, and evaluates environmental education classes and curriculum and recreation and leisure events, programs, activities, camps and services in assigned program areas.

Plans, coordinates, schedules and implements the daily activities of the park, including various group visits, camps, new and existing programs, and special events with particular emphasis on environmental education and outdoor recreation.

Teaches environmental education to school groups.

Recruits, hires, supervises, and evaluates the performance of full- and part-time staff, instructors, contract employees and volunteers; prepares contracts and payroll documents as appropriate.

Develops and submits program budgets; monitors expenditures in assigned areas; assists with the preparation of grant applications for additional program funding, and maintains equipment inventory tracking.

Procures, receives and maintains inventory of program equipment and supplies.

Monitors program registration for accuracy and handles corrections and fee collection as needed.

Takes appropriate steps to ensure the safety of all program participants.

Assists marketing division personnel with the promotion of assigned programs; may produce publicity materials, brochures, newsletters, etc., as required.

Coordinates activities and programs with other departments, agencies and organizations as appropriate.

Assists with training and workshops for community and/or in-house staff.

Assists Lead Ranger or Park Director with various programs and projects as requested.

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Inspects facilities, activities and operations, ensuring compliance with all applicable policies, procedures, regulations, and standards of quality and safety; takes appropriate steps to ensure the security and safety of all citizens that utilize assigned facilities; requests maintenance work as necessary.

May be responsible for Park operations in the absence of the Park Director.

Represents the Park on a professional level with the public, affiliated agencies and groups; may serve on community boards and committees.

Receives and responds to public inquiries, requests for assistance and complaints regarding Park programs and activities.

Opens, closes and patrols the park during hours of operations.

Ensures a balanced program budget.

Creates program brochures.

Receives, reviews, prepares and/or processes a variety of documents, including but not limited to program schedules, proposals, grant applications, budget documents, check requests, purchase orders, income reports, charts, rosters, and various other records, reports, memos and correspondence.

Refers to the policy and procedure manuals, computer manuals, professional manuals, equipment manuals, safety manuals, game rule handbooks, etc.

Keeps abreast of trends and issues in public recreation by reading professional publications, attending conferences and professional meetings, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, typewriter, calculator, copier, fax machine, telephone, two-way radio, etc.

Uses clerical supplies, recreation / sports equipment, safety gear, various hand and power tools, first aid supplies.

Interacts and communicates with various groups and individuals such as the supervisors, directors, other department personnel, civic / community organizations, environmental organizations, vendors, contractors, volunteers, program participants, teachers, parents, instructors from other agencies / businesses, part-time/seasonal staff, volunteers, park maintenance, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs general administrative / clerical duties as required, including preparing reports and correspondence, copying and filing documents, entering computer data, attending meetings, answering the telephone, ordering program supplies, etc.

Removes trash and debris from park grounds as necessary.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in leisure services, parks and recreation, or related field supplemented by one to two years of recreation programming and teaching experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

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TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (up to 20 pounds), and occasionally heavier objects and materials (up to 100 pounds). Must be able to paddle and maneuver a canoe in strong current, and swim with skill.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor and giving instructions to subordinates or volunteers.

Language Ability: Requires ability to read a variety of policy and procedure manuals, technical manuals, field guides, maps, schedules, etc. Requires the ability to prepare reports, records, correspondence, schedules, program information, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to teach employees and program participants. Must be able to communicate effectively and efficiently with persons of various educational and cultural backgrounds and in a variety of technical and/or professional languages including environmental science, resource management, nature studies, outdoor recreation, personnel and public relations, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree and to tension as a regular, consistent part of the job.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the Environmental Center as they pertain to the performance of duties of the Park Ranger. Has thorough knowledge of the organization of the Department and of related departments and agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to help plan and develop daily, short- and long-term goals related to the park, including park programs and activities. Has considerable knowledge of environmental education, outdoor recreation, nature, and resource management issues. Is skilled in canoeing and various other outdoor activities. Has knowledge of how to make public presentations and is skilled in teaching students of all ages. Is able to offer training and assistance to volunteers, co-workers, and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Has knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has knowledge of how to personally demonstrate appropriate customer service skills. Has thorough knowledge of proper English usage, vocabulary, spelling, and basic mathematics. Has thorough knowledge of modern office practices and technology. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform duties effectively despite exposure to extreme temperature and weather conditions, humidity, noise, dusts, pollen, machinery hazards, water hazards, wetness, violence, electrical currents, animals / wildlife, toxic plants and other materials, etc. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within

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deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to

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promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

Note: If any additional requirements are listed above, applicants must also meet those Additional Requirements to be considered for the position.

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