



Recreation Supervisor/Lead Naturalist - Outdoor Center

Position Profile

Status: Part-time regular (0.8) position, exempt

Pay Range: \$40.94 - \$53.23 (depending upon qualifications)

Benefits: Qualifies for part-time benefits date of hire

Location: Outdoor Center; offsite on occasion based on program needs

Hours: Based on position responsibilities and business need

Reporting Relationship: Reports to Recreation Services Manager

Recreation Division

The Recreation Services Division has the responsibility for managing all recreation facilities and providing a variety of affordable recreation programs and services for all age groups and people for all abilities. The staff in this division are responsible for the management of facilities such as the Art Center, the Senior Center, and the Outdoor Center, as well as all other City park buildings and recreation facilities such as sledding hill and amphitheater.

Position Details

The Outdoor Center Supervisor/Lead Naturalist plans, implements, supervises, and evaluates outdoor and nature related activities and programs to foster an appreciation for the natural environment. The primary position responsibilities and areas of impact are:

- 1) Oversees and manages the Outdoor Center facility, equipment and grounds. Works closely with other city divisions to ensure ongoing maintenance, repair and site improvements for both physical structures and natural resources.
- 2) Plans, organizes, implements and evaluates new and existing public programs that foster an appreciation for the environment. Regularly serves as a lead teaching Naturalist during public and school programs.
- 3) Monitors all outdoor and nature related activities and programs, and ensures a safe, friendly, and enjoyable atmosphere for all participants.
- 4) Recruits, hires, schedules, trains, and supervises part-time and contractual staff, interns, and volunteers; ensures employees are provided with proper training;

coaches/mentors employees by setting goals and objectives, monitors progress and follows up appropriately, and addresses employee issues promptly and effectively.

- 5) Develops marketing materials and promotes all activities and programs accordingly.
- 6) Ensures proper care and attention to onsite educational wildlife, including medical attention and nutrition.
- 7) Forges and maintains partnerships with local schools and community organizations. Designs customized environmental education and outdoor recreation programs to align with each group's needs.
- 8) Manages and monitors a segment of the recreation services budget; ensures proper payroll of all staff following all guidelines to ensure consistency and fairness.
- 9) Develops sound business management and customer service practices to streamline processes, programs, policies and procedures to ensure the community is receiving the highest quality services possible.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees may be called upon to perform a variety of duties in their roles with the City.

City of Eden Prairie Values

*We are a service organization. We take pride in what we do. We cultivate a supportive, encouraging and productive culture with a strong customer focus. We promote wellness and plan work/life balance into our goals. We value differences and foster inclusion. We achieve success by exhibiting our core values: **collaboration, innovation, integrity, performance and relationships.***

Position Requirements

Education: Bachelor's degree in environmental education, biology, natural history or related field; previous on the job training preferred; CPR and First Aid certification preferred; raptor handling and care training preferred.

Work Experience: Minimum of two years teaching experience in environmental or outdoor education required; minimum of two years supervisory experience strongly preferred; two years of facility management experience preferred.

Technical Skills: Proficiency in Microsoft Office (Word, Excel, Access and Outlook); experience using database programs for registration preferred.

Physical Requirements: Must be able to frequently lift/carry/pull up to 35 lbs. and occasionally lift/carry/pull 35-75 lbs. and infrequently lift/carry/pull up to 100 lbs.; must be capable of handling domestic or wildlife animals.

Position Specific Expectations

Communication: Able to convey a message to get a point across; communicates in a clear and concise manner; able to write clearly and succinctly; tailors message to a variety of communication settings and styles.

Presentation: Is effective in a variety of settings: small and large groups, with peers, direct reports, and management; is effective in all facets of the organization; uses effective tactics and techniques to keep audience engaged to facilitate results; provides direct and positive feedback to others.

Problem Solving: Ability to tackle a problem by using logical, systematic, sequential approach; makes a systematic comparison of two or more alternatives; notices discrepancies and inconsistencies in available information; identifies a set of features, parameters or considerations to take into account in analyzing a situation or making a decision.

Motivating Others: Creates a climate in which people want to do their best; makes each individual's work feel important; is someone people like working for and with; able to motivate direct reports, project members and a team; invites input and encourages contribution; empowers others; effectively delegates by sharing responsibilities and accountability.

Creativity: Effective at generating and utilizing creative ideas; can facilitate effective brainstorming to gather information from several sources; can project how potential ideas may play out in the organization; has good judgment about which creative ideas and suggestions to implement.

Hiring Talent: Makes appropriate staffing decisions based on the right mixture of facts; follows all legal requirements, policies and procedures; practices equal and fair treatment and opportunity for all; hires the best people; assembles a balanced and capable staff, and builds a network of resources; able to identify talent and potential; develops succession plans to anticipate and prepare for team change.

City of Eden Prairie Pre-employment Process

The City of Eden Prairie conducts the following pre-employment checks for this position:

- Professional Reference Checks
- Background Check
- Education and work history verification
- Driver's Check (must have valid driver's license and excellent driving record)

All final candidates must successfully complete and pass the City's evaluation of the pre-employment process before their first day of employment.

Recruiting Timeline

Post Date: November 8th, 2023

Close Date: November 20th, 2023, by 12pm

Virtual Interviews: November 20th - November 24th

Second Round Interviews (in-person): Wednesday, November 29th, 2023

Final Interviews (in-person): Tuesday, December 5th, 2023

Anticipated Start Date: Late December 2023