

## THE MORRIS COUNTY PARK COMMISSION

### Job Description

Title: Environmental Education Ranger

Part Time: Annual  or Seasonal

Division: Horticulture Education

Effective Date: 2/28/2022

Prepared by: Jenny Gaus-Myers

Approved by: R. Vitale

### **Position Charter:**

Under the direction of the Manager of Environmental Education or his/her designee, and in cooperation with the Environmental Education staff, performs customer relations functions at Environmental Education sites, providing information and assistance to groups and individuals to ensure an enjoyable visit and that visitors are following Park Commission Rules & Regulations.

### **Essential Functions:**

- Assists all users of the trails and Visitor Center by greeting them, providing directions or other information, providing parking assistance, and acting as a resource and point of contact.
- Walks trails on a daily basis to engage users, providing information, promoting upcoming Environmental Education programs, conducting routine trail maintenance, ensuring that MCPC rules are being followed, etc.
- Responds to hikers who are lost by giving them directions over the phone, going out on the trails to help them navigate their way back to the Visitor Center, or contacting Park Police.
- Answers Visitor Center phones, providing top quality customer service in a friendly manner.
- Leads non-educational hikes and snowshoe treks periodically.
- Rents snowshoes to users during the winter months for use on the property.
- Maintains site's native plant gardens.
- Provides basic information about sites to visitors, such as suggested walks, garden information, site history and highlights, natural history information, etc.
- Assures that area around Visitor Center and parking lot, as well as trails, are free of litter and debris.
- Locks/unlocks buildings to facilitate user rentals and monitors same as required.
- Advises park users of policies, rules and regulations, and operating guidelines in a positive, friendly manner. Encourages compliance without confrontation.
- Contacts Park Police for roadway traffic control, injuries, disorderly conduct, or other emergencies.
- Records daily park activity as requested.
- In coordination with Trails and Natural Resources Departments, assists with trail maintenance and building, invasive species removal, native plantings, and other assigned duties.
- Assists, as needed, with Environmental Education programming and special events. , including set-up and clean up.

- Is responsible for any Park Commission equipment issued during scheduled shift, such as a vehicle, two-way radio, etc.
- May be required to travel between several park sites, according to the schedule of activities.
- Assists with minor maintenance procedures such as watering plants, cleaning, etc. as required.

**Other Functions:**

- Assists in the overall customer service functions.
- Prepares reports and analysis as directed.
- Performs other functions as assigned.

**Qualifications:**

- Possession of a valid New Jersey Driver's license.
- Minimum age: 18 years in order to operate Park Commission vehicles.
- Very good customer service skills particularly in effectively communicating with others.
- Outgoing, friendly attitude and ability to be self-directed and responsible is also helpful.
- Must be available on all weekends.
- Ability to fulfill the essential functions of the position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.