

The County of Chester Job Description

Job Code: 808102
Job Title: Interpretive Park Ranger (Part-time)
Department: Parks + Open Space Preservation
(Hibernia, Nottingham, Wolf Hollow Farm, Warwick, Springton Manor, Chester Valley Trail, Schuylkill Silt Basin)
Department #: 588200, 588300, 588350, 588400, 588500, 588700, 588900
Reports To: Lead Park Ranger
Date: Revised February 2025
FLSA: Non-Exempt

Does the job necessitate a criminal background check? (must be job related) Yes.

Relevant background checks, clearances, physicals, drug tests, and any other assessments or evaluations will be conducted after an offer of employment is given per County policy.

Summary / Main Purpose of Job:

The Interpretive Park Ranger is responsible for creating and implementing education and outreach programs based on the environmental, cultural, and community aspects of Chester County Parks and Trails. The Interpretive Park Ranger is also responsible for coordinating group interpretive and education tours thus providing a positive experience for all visitors.

Essential Duties, Tasks and Accountabilities:

- Provide information pertaining to park use, safety requirements, and points of interest.
- Create, design, and present educational and/or interpretive programs on natural and cultural resources.
- Coordinate and communicate with schools, home school groups, and other organizations to bring groups to the parks for education programs and tours.
- Design outreach programs and travel to organizations outside of the parks.
- Connect with groups of various socioeconomic status within the County to provide park experiences for all residents.
- Compile and maintain accurate records and statistics and prepare reports for all education activities, programs, and related research.
- Assist in the development of educational and marketing materials, as assigned.
- Knowledge of and ability to educate the visitor about the Chester County Parks + Preservation Department and policies and procedures.
- Direct or participate in first aid and rescue activities.
- Notify Regional Park Rangers of enforcement issues requiring their attention.
- Must exhibit a professional and positive public image and appearance at all times.
- Perform other duties, tasks, and special projects, as required.

Scope:

Is this a management level position? No
Does this job have supervisory responsibilities? No

Qualifications / Requirements:

- High School Diploma or General Education Degree (GED).
- One year of job-related experience and/or training (i.e. Parks and Recreation, education or resource management).
- Ability to perform job functions in a decisive manner.
- Ability to make sound judgements and take appropriate actions.
- Ability to speak in public.
- Ability to produce accurate, timely and complete reports.
- Easily adapts to changes in the work environment.
- Ability to complete and maintain CPR, First Aid and AED certification.
- Ability to establish priorities and remain focused on daily operations.
- Strong organizational and time management skills.
- Ability to work independently or as part of a team and proceed with objectives.
- Able to communicate/collaborate with co-workers.
- Strong interpersonal and customer service skills.
- Accurate and detail-oriented with strong verbal and written communication.
- Flexible, with an ability to carry multiple tasks to completion
- Able to use common sense judgement to carryout written or verbal instructions.
- Exhibits a strong work ethic and a willingness to learn new tasks.
- Professionalism, integrity, and honesty with an ability to handle confidential matters.

Preferred Skills, Knowledge & Experience:

- Associate or bachelor's degree in one of the following: Parks and Recreation, Education, Resource Management, Forestry, History, Agronomy, Biology, Education or related discipline.
- Training, certification or experience in one or more of the following disciplines: Prescribed Burning, Wildlife Management, Native Landscape Restoration, Environmental Education, etc.
- Knowledge of the PA Fish & Boat Commission and the PA Game Commission as organizations and their laws.
- Certification in First Aid, AED, CPR and other emergency management training.
- Knowledge of Chester County Parks + Preservation Department.
- General knowledge and understanding of County of Chester policies and procedures.

Computer Skills:

To perform this job successfully, an individual should have:

- Basic Office Suite Skills, (Word, Excel, Access, PowerPoint, and Explorer).
- Basic Outlook Skills (Email and Calendar)

Physical Demands:

While performing the duties of this position, the employee is frequently required to stand, walk and sit; twist or rotate at the waist; lift or carry items; drive a vehicle while working; and talk or hear. Occasionally, the employee will need to reach above shoulder height; bend at the waist while working; kneel, stoop, crouch or squat; push items; work with machinery; work with an uncommon level of noise; and taste or smell. On rare occasions, the employee will need to work with arms above shoulder height; crawl; climb stairs; and work or climb on ladders.

Work Environment:

- The noise level in the work environment is usually moderate.

- Will be required to work outside 60% to 80% of the time (depending on the season).
- Will be exposed to prevailing weather conditions and rugged terrain.
- Frequently required to work alone (must stay focused on the safety and security of the park and visitors).
- Potential for working in confrontational situations when dealing with individuals or groups.
- Required to work alone.
- Will work varied shift patterns to ensure park coverage throughout the year.

Other:

- A valid Class C driver's license is required.
- Required to work extended hours as assigned.