

**Osceola County Conservation Department**  
**Employer's Job Description**  
**(NEW 03-2022)**

**Name:** \_\_\_\_\_ **Department:** Conservation Department  
**Position:** Weekend Nature Center Attendant **Pay Grade:** TBD  
**Status:** Hourly / Non-Exempt / Part-time **Reports To:** Conservation Director

---

**Primary Purpose of Position**

The Primary Purpose of this position is to greet any visitors to the Willow Creek Nature Center, answer any questions that the visitors may have, or take messages and relay them to the staff of the Osceola County Conservation Board.

**Work Schedule:** Non-standard workweek and may include weekends and holidays.

**Essential Duties and Responsibilities**

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the Conservation Director.

- Report to work at scheduled time.
- Greet Nature Center visitors in a courteous manner and answer any questions that they may have
- Assist park users in campground registration and equipment rentals
- Assist in cleaning the Nature Center as needed
- Relay messages to other Staff of the Osceola County Conservation Board
- Other duties or tasks as assigned or directed

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or certified GED equivalent.

**Physical and Mental Abilities Required to Perform Essential Job Functions:**

**Language Ability and Interpersonal Communication**

Ability requiring the exercise of sound judgment and possess good communication skills.

Establish effective working relationships with the Conservation Director, and the public, ability to work effectively with and around people of all ages.

**Judgment and Situational Reasoning Ability**

Must have the ability to work independently and to exercise good judgment in making decisions in accordance with supervisory instructions and regulations.

**Physical Requirements**

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert minimal physical activity, crouch, stoop, and able to lift and carry light materials regularly.

**Environmental & Working Conditions**

Must be able to work outdoors in various weather conditions and exposure to injury is possible. potential high stress incidents and environment, and including large groups of park visitors.

**Compliance**

Compliance with department work rules, and directives by a supervisor or Conservation Director.

-----  
Osceola County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.  
-----

**Employee Acknowledge**

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Conservation Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date