

# ENVIRONMENTAL PUBLIC PROGRAM LEADER



**Number of Positions:** 1

**Salary:** \$16.25/hour

**Employment Dates/Hours:** Sep 1, 2025 – April 31, 2026  
5-20 hours per week; hours vary  
Potential to continue into summer months

- Schedules made per availability as programs are booked.
- Evenings and weekends as programs require

## GENERAL DESCRIPTION/ESSENTIAL FUNCTIONS:

Under the supervision of the Environmental Public Program Coordinator and the Environmental Program Manager, the program staff engages in direct facilitation and administration of public programs including Special Request Programs, Birthday Parties, and Traveling Naturalist programs (if applicable). They may also assist with other public programs and events. This position is based at the Anita Purves Nature Center but may also deliver programs offsite.

## QUALIFICATIONS:

- **Minimum age requirement: 19 years**
- Interest and enthusiasm in leading environmental programs with public audiences.
- Prior experience and interest in working with youth and/or the general public.
- Enjoyment of nature and familiarity with local resources.
- Comfortable around wildlife including snakes, turtles, amphibians, and owls.
- Skills in leadership techniques and group management preferred.
- Ability to plan, make fair decisions, and carry out a wide variety of activities.
- Ability to pass a background check prior to employment as required by the State of Illinois.
- Self-transportation to Anita Purves Nature Center is required.
- Ability to communicate effectively, both orally and in writing.
- Communication skills in Spanish or French are helpful, but not required.
- A desire and drive to work with the general public.

## DUTIES AND RESPONSIBILITIES:

1. Communicate directly with patrons and visitors as a representative of the nature center and Urbana Park District.
2. Facilitate and lead environmental programs with children, including Traveling Naturalist, Special Request, and Birthday Party programs.
3. Train on animal handling and utilize education animals for programs as assigned.
4. Assist with the daily operations of the Nature Center as assigned, promoting a team atmosphere.
5. Complete reports and evaluations of programs as assigned.
6. Work with Coordinator to help lead environmental public programs as needed.
7. Deliver excellent customer service while presenting a positive and professional image.
8. Participate in staff training and staff meetings as required.
9. Follow and enforce all Urbana Park District and Anita Purves Nature Center policies and procedures.
10. Perform other duties as assigned.

*Date Written: June 2015*

*Date Revised: Aug 2025*

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## PHYSICAL EFFORT AND WORK ENVIRONMENT:

- Must have the ability to work outdoors under various weather and environmental conditions.
- Must be able to physically traverse natural areas.
- Must be able to physically respond quickly in an emergency.
- Must be able to communicate loudly to groups.
- May be required to sit, stand, or maintain physical activity for extended periods of time.
- May be required to exert physical effort including bending, reaching, crouching/kneeling, standing/walking, lifting/carrying objects weighing up to 50 pounds, handling/grasping objects, hearing sounds/communication, close and far vision.