

# Butler County Conservation Board - Nature Center Aide Job Description

Department: Title:	Butler County Conservation Board Nature Center Aide	<b>To Apply: Send Resume &amp; Cover Letter To: Butler Co. Conservation Board 28727 Timber Rd Clarksville, IA 50619 DEADLINE: Open Until Filled</b>
Hourly Rate:	\$9.00 - \$11.00 per hour	
Work Hours:	Saturdays 12:00pm - 4:00pm Sundays 12:00pm - 4:00pm Additional hours as assigned by the Director or Naturalist. Some weekends & holidays required. [FLSA: Non-exempt]	
Supervisor:	Executive Director, under the general supervision of the Naturalist.	
Job Description:	Employee will open and close Heery Woods Nature Center during the weekend and evening hours. Responsible for answering visitor questions, keeping a visitor log, answering phone, cleaning areas of the Nature Center, running copies, and other duties as required. This is a seasonal position	
Knowledge/ Abilities/Skills:	Ability to operate general office equipment.  Ability to work to withstand physically demanding work such as lifting, stooping, and bending. Ability to lift and move 50 pounds regularly.  Ability to establish and maintain effective working relationships with other employees and the general public.  Ability to follow oral and written instructions.	
Essential Duties:	While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, speak and hear. The employee is frequently required to stoop, kneel, or crouch.  Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must also be able to stand for two hours without a break.	
Work Environment:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this job, the employee may work near moving mechanical parts in outside weather conditions. The employee may be exposed to fumes or airborne particles. The noise level in the work environment may be loud.	
Qualifications:	High school diploma or equivalent. Must be 18 years of age and have good customer service skills.	
Special Requirements:	Possession of a valid Iowa driver's license. Position requires working some weekends, evenings, and holidays.	
Equal Opportunity Employer:	Butler 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 encourage prospective employees and incumbents to discuss potential accommodations with the employer.	