



**County of Saint Joseph, Indiana**  
**Department of Human Resources**  
**227 West Jefferson Boulevard**  
**South Bend, IN 46601**  
**Phone: 574-235-9547 Fax: 574-245-6602**

**Position: Parks Interpretive Intern**

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**Opening Date: November 14, 2016**

**Closing Date: Until Filled**

**Salary: \$7.25/hour**

**Department: Parks**

**Location: Bendix Woods County Park  
& other County Park locations**

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**Description:**

This position is seasonal, non-exempt and is covered under the Saint Joseph County Employee Policy Manual.

**Hours: Vary: (15-20 hrs/wk)**

**Shift Times: Weekdays and Weekends;  
Some Evenings Required**

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**Essential Functions:**

Assists with planning and presenting interpretive programs including, but not limited to: public nature programs, school programs, library programs and special events.

Assists with planning and coordination of special projects. This includes, but is not limited to: kiosk/display development, brochure/pamphlet development, resource management, and plant and animal surveys.

Assists with sugaring operations, including, but is not limited to: tapping trees, cooking maple syrup and emptying sap buckets.

May assist with some Leisure Services activities such as cross-country skiing.

Can be tailored for academic intern requirements.

Performs related duties as assigned.

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**Qualifications:**

Working towards (or possessing) a Baccalaureate Degree in in Interpretation, Parks and Recreation, Outdoor Education, Outdoor Recreation, Natural Science, Natural Resources, Environmental Science, Environmental Education, Elementary Education, or related field preferred.

Must possess basic knowledge in the fields of natural science and understand the principles and techniques of interpretation the ability to translate/explain information in a meaningful/interesting manner and implement programs to meet the educational needs/requests/interests of various members of the community.)

Must have strong leadership and supervisory skills and promote teamwork concept. Ability to work well with others includes volunteers.

Must be able to communicate effectively and have excellent organizational skills.

Equal Opportunity Employer

Must establish and maintain effective public relations at all levels.

Must have adequate transportation and a valid Driver's license.

Must be able to lead groups on trails. Routine exposure to extreme levels of temperature, weather and physical activity.

First Aid and CPR certifications helpful.

Must be able to work a flexible schedule, including weekends and evenings.

Ability to meet all employer hiring requirements, including passage of a drug screen.

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**Apply online at [www.stjosephcountyindiana.com](http://www.stjosephcountyindiana.com)**

**Resume and cover letter required.**

Upload resume and cover letter.

Or, send via postal mail to:

Leslie Witkowski, Interpretive Services Manager

32132 State Road 2

New Carlisle, IN 46552

574/654-3155

[lwitkowski@sjcparks.org](mailto:lwitkowski@sjcparks.org)