



# OREGON PARKS AND RECREATION DEPARTMENT

## INTERPRETIVE INTERN JOB DESCRIPTION

DATE ESTABLISHED: 13 February 2009

**JOB TITLE:** Naturalist, Interpretation and Education

**PARK:** Silver Falls State Park

**SUPERVISOR'S NAME & TITLE:** Vicki Sink – Cascades District Interpretive Coordinator

**ANTICIPATED DURATION OF POSITION:** July through September 2009 (other time periods will be considered).

**WORK HOURS/SCHEDULE:**

40 hours per week with 2 consecutive days off; weekends and evenings are required

**PAY RATE:**

The starting salary is \$11.05 per hour. (\$1916 monthly)

**PARK LOCATION/JOB SITES:**

Silver Falls State Park is Oregon's largest state park at 9064 acres. Nestled in the western foothills of the Cascades, the park is surrounded on three sides by farmland. It consists primarily of temperate rainforest of Douglas-fir, hemlock, and western red cedar. The main attraction of Silver Falls is the Trail of Ten Falls. This trail joins ten waterfalls, five of which plunge from heights greater than 100 feet.

Prior to becoming a state park, this area housed logging camps and a small city (Silver Falls City). The park as we know it today started in the 1930s. While the Great Depression devastated much of the country, the development of Silver Falls' trails, forest restoration, and buildings came into being as a result of President Franklin Roosevelt's creation of the Civilian Conservation Corps (CCC) and Works Progress Administration (WPA). In 1935, CCC Camp Park No. 9 opened and 200 workers, along with WPA craftspeople and artisans, began a seven-year transformation of the park that visitors continue to enjoy today. The park boasts two historic districts that are currently listed in the National Register of Historic Places: the South Falls Day Use Area and Camp Silver Creek (currently used by the Salem YMCA for summer camps).

A large day use area houses one of the historic districts, its main attraction being the South Falls Lodge. The Friends of Silver Falls operates a nature store within the lodge; a concession sells coffee, snacks and sandwiches. The day use area also provides three covered picnic shelters, a swimming area and access to the Trail of Ten Falls.

Overnight facilities include: campground with 100 sites, 14 camper cabins, equestrian camp with sites and corrals, group camp with RV and tent areas, the Old Ranch/New Ranch overnight group facilities, and a youth camp complex which includes four separate cabin clusters, central dining hall, meeting lodge and restroom/showers.

The park offers approximately 28 miles of multi-use trails including the major 7-mile "Canyon Trail" (Trail of Ten Waterfalls, a National Recreation trail), 4-mile bike path, and 17 miles of multiple use trails.

There are 13 permanent staff, 11 seasonal employees, 6 temporary workers and up to 24 park volunteer hosts during the busy camping season.

## **POSITION RESPONSIBILITIES & DUTIES:**

The interpretive naturalist will help influence park visitors' experiences and understanding of Silver Falls State Park by developing and delivering interpretive and educational programs at the park. Programs are to help inspire visitor stewardship and appreciation of the park's natural, historic and recreational resources.

Interpreters will develop and lead various visitor activities and programs. These include providing daytime roving in the campground and day use area; offering the children's Junior Ranger program and other learning activities; conducting educational walks and talks; and presenting evening programs at the amphitheatre. The naturalist works with the District Interpretive Coordinator, Interpretive Ranger and other interpretive interns to coordinate activity and program times, locations and materials.

Interpretive duties also include the following: research program information; contact other outside agencies for information; contact and arrange for guest speakers for campground programs, as needed; keep required statistics and reports on programs and log as necessary; keep track of and order needed materials and supplies.

Interpreters will use creativity in making and using stage props, as well as multi-media equipment (movies, videos, slides, power point and interactive games) to make programs fun and interesting for park visitors.

Specifically, the interpretive naturalist will meet the following objectives.

- Develop and provide at least one evening campground program per week between the end of June and Labor Day;
- Develop and provide at least one JR Ranger children's program per week between the end of June and Labor Day;
- Develop and provide at least one day use program per week between the end of June and Labor Day;
- Attend Verbal Judo training and Customer Service training;
- Provide roving interpretation and rule enforcement on Canyon Trail at least once per week;
- Attend OPRD CORE interpretive training, Acquire OPRD Basic Certification for interpretation;
- Learn how to operate the South Falls Lodge Theater and help open and close the facility;
- Prepare written reports to document progress, visitor comments, and other job related information;
- Compile program outlines, reports and other acquired information for the park's interpretive files;
- Assist with the daily operation of the Interpretive Program by entering program attendance numbers in database, posting fliers, stocking JR Ranger supplies, and other duties as needed.

## **JOB REQUIREMENTS:**

This job requires applicant to work both independently and has part of a team, be organized, and be flexible to changing needs. Applicant must be enthusiastic, self-motivated, and creative with great communication skills. Computer experience a plus. Applicant must have the ability to develop public speaking skills and present information in various mediums (e.g. Power point, props, movies, storytelling, demonstrations, conducting learning games and creating sound effects for impact) for presentations to audiences of various ages (children to senior citizens) and learning styles. Applicant must possess the ability to present information to park visitors in a clear and concise manner, and have enthusiasm for sharing nature and history with the public.

A current driver's license and the ability to pass a criminal background check are required. The interpretive naturalist must have reliable transportation to travel back and forth to the park.

Housing MAY be provided in Silverton, OR, located 15 miles from the park. The applicant will be required to vacate the apartment at the end of the summer in the same or better condition as when occupying. A cleaning deposit will be required upon occupancy, the deposit to be used for any damage or additional cleaning.

**ORIENTATION, TRAINING, COACHING, MENTORING, AND EVALUATION:**

The District Interpretive Coordinator will provide the intern/AmeriCorps member with a park orientation during their first scheduled week. Orientation includes a tour of the park and its facilities, time to fill out any necessary paperwork, a review of the position description, and a review of the program goals and objectives. This first week will be vital to ensure the intern/AmeriCorps member is comfortable with duties, the park, and their surroundings. The interpretive coordinator will provide a calendar for weekly meetings, monthly program evaluations, and time-lines to confirm that the intern is satisfactorily performing their duties. Schedules permitting, the interpretive coordinator will meet with the intern at least once a day to plan out the day's tasks, answer any questions, and/or provide guidance. The intern/AmeriCorps member will attend the OPRD CORE interpretive training in June, and receive monthly program evaluations to ensure they are meeting the interpretive program's goals. The intern/AmeriCorps member will also be required to attend at least one program per month given by the interpretive ranger and/or other interns to provide feedback and have the opportunity to view other interpretive styles.

The interpretive ranger will be a back up contact/coordinator; she is a former AmeriCorps member and has occupied the interpretive ranger position since spring of 2007. This position shares the office with the interns and plays an important role in their development by providing experienced coaching and mentoring, and will assist with evaluations and feedback.

The Cascades District Manager and the Silver Falls Park Manager will also be resources by providing program feedback.

**TOOLS AND EQUIPMENT TO BE USED:**

The intern/AmeriCorps member will be required to use a park radio to communicate with other park staff for emergencies or to exchange information. The intern will be trained on vehicle, bicycle and golf cart operation and maintenance. Bicycle use will be encouraged due to the park's lack of vehicles. The interpretive team vehicle may be available for use. The park will provide all necessary office equipment and needs: e.g. a laptop and InFocus machine for use in programs, computer and printer, camera. The park will provide all necessary training on operation and care.

**TO APPLY:** Applications accepted starting February 17, 2009. Send a resume and cover letter explaining your relevant experience and interest. Be sure to state what dates you are available.

**FOR MORE INFORMATION, CONTACT:**

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*PHYSICAL CAPACITY FORM TO BE ATTACHED UPON INQUIRY ABOUT THE JOB.*