Position Title: Park Ranger

Part Time – Mon. Wed. Fri. 2pm-7pm. Schedule and hours may vary but will average 15 hours per week.

Reports To: Building and Grounds Manager

Position Scope: The person in this position is responsible for keeping the Cibolo Nature Center and Herff Farm clean, green, and safe to ensure an excellent visitor experience.

Essential Functions:
• Responsible for cleaning and stocking restrooms and daily sanitation of grounds
• Empties and re-bags all trash cans daily
• Inspects, maintains, and improves grounds, landscapes, facilities, structures, and site amenities
• Maintains custodial supplies to ensure stock is always full. Reports supply needs to Manager
• Walks trails to check for trash, damaged property, downed trees, or any safety issues
• Collect photo permit fees from professional photographers
• Actively engages with visitors to provide excellent hospitality and visitor experience, shares mission, history and news and information with visitors
• Supports team in facility rentals, volunteer projects, events, and programs
• Ensures all doors and windows at all public buildings are locked and secured nightly
• Communicates and enforces Cibolo Nature Center rules
• Work with and help manage volunteers and community service workers of all ages
• Other duties as assigned

Knowledge, Skills & Ability Requirements
• Graduation from an accredited high school or GED
• Reliable personal transportation
• Relevant work experience
• Strong verbal and written communication skills that balance professionalism, diplomacy and compassion
• Motivated and able to work independently
• Ability to work nights, weekends, holidays as needed
• Ability to perform routine maintenance when needed
• Ability to perform strenuous physical labor in outdoor setting, including in inclement weather
• Must be able to bend, stoop, reach and work in a constant pace; lift and carry 40 pounds; carry, climb and work on a ladder
• Can safely operate vehicles and equipment
• Must possess a valid State of Texas driver’s license

Application
Please send resume and cover letter to hr@cibolo.org.