



*for the love of nature™*

**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](mailto:hr@cibolo.org).