Lavaca-Navidad River Authority
Job Description

Job Title: BRC Public Outreach Assistant II
Department: Recreation
Reports To: BRC Public Outreach Coordinator
FLSA Status: Non-Exempt
Salary Range: $21.00 to 33.10 per hour
Prepared By: Human Resource Manager
Approved By: General Manager
Approved Date: July 2026

Summary
The incumbent is responsible for assisting with providing natural resource based educational programs to the public. Assist with the operation of the current Nature Center and assist with the operation of the Community Education Center (CEC) and coordinate usage.

Essential Duties and Responsibilities include the following. Other duties may be assigned as needed.

Assist with the research, development, and planning of exhibit interactive spaces/displays.

Assist with the research, development, scheduling and the conducting of interpretive programs and planned activities at nature venues supported by LNRA.

Assist with the use, maintenance and operation of the Nature Center and CEC.

Provide care and maintain safety for the live animal exhibits. Clean, disinfect and maintain cages, enclosures and exhibit areas and monitor the health and well-being of the live animal exhibits as needed.

Maintain safety of exhibits. Monitor live exhibit health and well-being.

Plan, coordinate and supervise summer camp programs, field trips, and activities. Supervise and manage temporary staff.

Coordinate the use and schedule of rentals for the Texana Room.

Assist with the purchase and maintenance of the inventory of display materials, programming resources and retail items. Assist with preparation of daily and monthly reports as required.

Assist with the cultural and historical resource stewardship of LNRA property.

Develop relationships and maintain productive partnerships with park partners and local community volunteers.

Provide customer service and support to the public, park visitors, and groups who are utilizing LNRA facilities.

Provide support in carrying out educational programs such as Major Rivers and others as assigned.

Work with and communicate effectively with supervisor, BRC employees and other LNRA staff.

Assist with LNRA sponsored events.

Assist Management Staff as needed.

Comply with LNRA Safety Manual.

Supervisory Responsibilities
This position may include supervisory responsibilities.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Associate degree from a two-year college or University or minimum of two (2) years related experience and/or training in conducting educational programs, customer service and park operations; or equivalent combination of education and experience.

Language Skills
Ability to communicate effectively in the English language, both orally and in written form.

Mathematical Skills
Basic math skills.

Reasoning Ability
Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving standardized situations.

Computer Skills
To perform this job successfully, employee must be proficient or able to be trained on a computer with Microsoft Programs, Adobe Photoshop, Reservation Software, Internet Explorer and other file storage and design programs as needed.

Certificates, Licenses, Registrations
Valid Texas Driver License. Insurable driving record.

Other Skills and Abilities
Ability to comprehend and compose correspondence and memos. Ability to proofread documents with attention to spelling, grammar, and detail. Knowledge of natural and cultural resource management and conservation principles. Knowledge of special event planning and implementation. Skill in providing quality customer service in a courteous and professional manner. Ability to work well with diverse groups and age ranges including volunteers, park hosts, interns and temporary staff. Ability to train others. Ability to accurately handle cash and account for revenue collected. Excellent organizational, administrative and time management skills. Ability to multi-task and self-motivate with minimal supervision.

Travel will be required. Must be able to work a flexible schedule including: days, evenings, weekends, and holidays.

Physical Demands

While performing the duties of this Job, the employee is regularly required to talk and hear. The employee is frequently required to sit, stand, and walk for long periods of time. The employee is occasionally required to climb, reach, kneel, bend, push, pull; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 lbs. The employee must be capable of climbing a minimum of one flight of stairs on an intermittent basis to retrieve supplies. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must be capable of opening and closing wire and metal gates.

Work Environment

Work both indoor and outdoor environment. Possible exposure to inclement weather. Will be required to work in or with water in outdoor environment. Must be able to operate assigned vehicle.

Tools and Equipment Used

While performing the duties of this job, the employee is frequently required to operate the following equipment: Automobile, UTV, computer, calculator, fax machine, copy machine, telephone, two-way radio, blower, trimmer, hand and power tools.