

SCHUYLKILL CONSERVATION DISTRICT

JOB TITLE: Environmental Education & Outreach Coordinator

GENERAL SUMMARY: Develop and implement conservation education programs to promote awareness and appreciation of environmental resources and conservation; responsible to develop and conduct programs as a source of income for the Schuylkill Conservation District; planning, development, and implementation of local environmental, cultural, and historical education programs are done independently and at his/her discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Present conservation education programs to schools, community organizations, visitors to Environmental center, etc; provide conservation information and educational materials to the general public; prepare displays, deliver talks; prepare education records and files; prepare news releases. Administer the annual Schuylkill County Envirothon.
2. Develop conservation education and environmental center programs, e.g. recycling, trail construction, reference services, seedling sales, etc; submit recommended changes and additions to programs and project sites to Board; review requests and suggestions for environmental programs; develop safe environmental programs for various age groups; provide programs to meet various educational guidelines; develop and administer program schedule.
3. Conduct marketing activities to promote programs and activities; prepare program flyers, sale forms and educational publications; prepare newsletter to communicate with educators, conservation district cooperators and interested persons.
4. Prepare and coordinate Schuylkill Conservation District (SCD) newsletters, newspapers, and annual reports as requested. Administer SCD website and social media. Provide assistance with outreach programs and events for the SCD and its programs.
5. Complete grant applications to obtain program funds; interpret guidelines and develop narrative, cost summary and justification for programs; perform bookkeeping duties to track use of funds received.
6. Prepare monthly and annual administrative reports; attend Board meetings.

JOB SPECIFICATIONS:

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of bachelor's degree in environmental science or related field.

Knowledge:

Comprehensive knowledge of natural resource conservation principles and techniques.
Comprehensive knowledge of natural resource education programs, standards and guidelines.
Thorough knowledge of instructional techniques and practices, including use of video and audio aids.
Thorough knowledge of marketing principles.

Skills:

Typing and operation of computer keyboard.

Abilities:

Ability to interpret program needs, develop a plan of action, and follow through on implementation.
Ability to evaluate the strengths and weaknesses of programs, make recommendations and implement changes.
Ability to use discretion and independent judgment to develop and implement programs.
Ability to develop written and visual aids to present ideas in a creative, but clear and understandable fashion.
Ability to speak plainly and clearly and present to groups of various ages.
Ability to communicate effectively in oral and written form.
Ability to communicate effectively with members of the public, school officials and youth, and Board members.
Ability to demonstrate physical fitness to include leading nature walks and presenting programs to a variety of groups, sitting and operating a computer keyboard for extended periods of time, and light lifting (up to 14 lbs) to operate program equipment.
Ability to identify wildlife and explain characteristics.

Working Conditions:

Work is performed alone in an office environment, at schools or environmental program sites.
Work requires frequent travelling to present programs and may require working irregular work hours.

DISCLAIMER:

Classification descriptions are intended to describe the general nature and level of work being performed by a person assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Conservation District Manager
FLSA STATUS: Non-exempt
DATE: October 2023