

## GENESEE COUNTY

### CONSERVATION EDUCATION PROGRAM COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is primarily responsible for developing all aspects of the Genesee County Parks Interpretive Nature Center and the Genesee County Parks, Recreation and Forestry conservation education programs. These aspects include, but are not limited to: educational program development, program presentation, nature interpretation, brochure development, exhibit development, design and development of interpretive trail improvements, program promotion, grant writing and volunteer coordination. This position will require the individual to work outdoors frequently and work some weekends and some evenings. The incumbent of this position is under the direct supervision of the Deputy Highway Superintendent and responsible to the Genesee County Highway Superintendent at all times. The incumbent of this position may supervise volunteers, education aides, interns, or others. Does related work, as needed.

#### **TYPICAL WORK ACTIVITIES:**

Develops and presents interpretive and conservation educational programming for the County Parks and the Nature Center. Works cooperatively with project team members to efficiently and effectively carry out educational programming. Assists in the implementation of special conservation projects or programs of the Genesee County Parks. Assists in setting standards for educational materials design and publication;

Initiates contact with school districts, colleges, local educators, youth groups, civic organizations, public organizations, or local government to exchange information and/or maintain or improve established relationships. Maintains a good working relationship and coordinates efforts with various agencies such as the NYSDEC, CCE, NRCS, FSA, F&WS, USACE, county agencies, and private sector businesses;

Works in cooperation with federal, state, county, or other public or private entities according to established Memorandums of Understanding, other agreements, and/or policies;

Maintains accurate and detailed field notes. Maintains accurate and detailed records of time spent on various projects, prepares bi-monthly reports of activities to the Deputy Highway Superintendent;

Uses computer to program and project development as appropriate. Maintains a working knowledge of the personal computer and all software programs utilized by Genesee County and Nature Center;

Provides assistance and training to volunteer groups so they may provide community programs;

Provides assistance to and works in conjunction with County Parks Staff;

Assists in setting priorities regarding education and awareness or grant funding initiatives, writes applications or proposals requesting grant funds for programs or initiatives;

Provides information on work activities as required and consults regularly with the Deputy Highway Superintendent on progress and direction of work activities;

Attends Parks Advisory Committee and Association for Conservation of Recreational and Natural Spaces (ACORNS) meetings as necessary;

Provides news articles, photographic or visual materials and layout assistance for the various newsletters. Establishes, develops and maintains a social media presence for the County Parks and Nature Center;

Represents Genesee County and the Nature Center at functions, meetings, on committees, during promotional activities, or in the course of presenting a program when requested or approved by the Deputy Highway Superintendent;

CONTINUED...

## **CONSERVATION EDUCATION PROGRAM COORDINATOR**

Page 2

Develops conservation education displays, exhibits and publications. Inventories collection of study specimens and files appropriate state and federal forms and information for permit compliance.

Applies and maintains up-to-date collector's permits for study specimens associated with the Nature Center;

Conducts educational classes and informational presentations for school districts, colleges, youth groups, civic organizations, units of government and the general public about natural resource conservation or other park programming;

Proof reads and critiques written documents upon request and in a timely manner;

Answers phone calls when needed and meets the public in a courteous, helpful, and professional manner;

Is available to receive and actively participate in training as part of the employee's training plan to maintain or improve knowledge, skills, or abilities to a satisfactory level and to serve the public more efficiently;

Performs other related duties as assigned by the Deputy Highway Superintendent.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Good knowledge of the overall County Parks programs, goals, policies and procedures; Dependability, neatness, attention to detail, accuracy, enthusiasm; Excellent oral and written communication skills with the ability to summarize effectively and make clear and concise reports; Results oriented professional with the ability to work independently with minimal direction and supervision; Excellent interpersonal skills and desire to work cooperatively as a contributing team member. Knowledge of interpretive principles and educational techniques; Thorough knowledge of natural history and the principles and practices of ecology and natural resource conservation; Thorough understanding and knowledge of general office procedures and computer applications to do the same; Ability to understand and carry out complex oral and written directions; Flexible and willing to accept new assignments and learn new techniques; Must have a high level of accuracy in all assignments, particularly analytical work and data collection; Working knowledge of desktop publishing, word processing, spreadsheets, social media and other forms of electronic communication; Ability to assemble and prepare information necessary to apply for and administer grants and reimbursements.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will regularly work outside in all weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The employee is occasionally exposed to cold weather. The noise level in the work environment is usually low to moderate.

CONTINUED...

## **CONSERVATION EDUCATION PROGRAM COORDINATOR**

Page 3

### **MINIMUM QUALIFICATIONS:**

- A.** Possession of a Bachelor's degree or higher in Environmental Science, Conservation, Natural Resources, Education, Forestry, Natural History, Biology or closely related field and one (1) year of work experience in developing or implementing conservation education programs or other closely related programs;
- OR**
- B.** Possession of a Bachelor's degree and two (2) years of work experience in developing or implementing conservation education programs or other closely related programs;
- OR**
- C.** Possession of an applied Associate's degree and four (4) years of work experience, two (2) years of which must have been work experience in developing or implementing conservation education programs or other closely related programs;
- OR**
- D.** An equivalent combination of education, training and experience defined by the limits of (A), (B), or (C) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.