

ENVIRONMENTAL EDUCATOR – MONROE COUNTY CONSERVATION DISTRICT

Monroe County Conservation District is seeking an individual to perform duties under the District's Kettle Creek Environmental Education Center. Responsibilities include developing and conducting environmental education programs offered through the Center for all ages. Team player a must! Must have valid driver's license, Bachelor's Degree in environmental education, natural resources management, environmental science or closely related field, supplemented by one (1) year previous experience and/or training involving environmental education or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Bi-lingual preferred. This is a full time, 40 hour a week position with some weekend work required. You will have the opportunity to be part of a team bringing Environmental Education programs to students and the public throughout Monroe County and the surrounding area. We utilize three outdoor sites including the Kettle Creek Wildlife Sanctuary, Tannersville Bog, and the Meesing Nature Center. County salary and comprehensive benefits package provided. Qualified applicants should send an application and resume to: Human Resources Director, 1 Quaker Plaza, Room 202, Stroudsburg, PA 18360 no later than June 30, 2022. Direct questions to Environmental Education Coordinator, Roger Spotts, at 570-629-3061. We are an Equal Opportunity Employer M/F/H/V. If special accommodations are needed, please notify the Human Resources Office at (570) 517-3115.

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

17 ENVIRONMENTAL EDUCATOR – CONSERVATION
\$43,026.26/yr – 40 hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 06/17/2022

REMOVE: 07/1/2022

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ENVIRONMENTAL EDUCATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, organize, and implement environmental education programs for the community.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides direction, guidance and assistance to interns, students, or other workers; assigns and evaluates work; coordinates work activities; provides training as needed.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Plans, organizes, schedules, and implements environmental education programs for the community; conducts research associated with program development.

Instructs a variety of environmental education programs for schools, community organizations, and the general public in various settings; trains classroom teachers in the use of environmental education curriculum guides.

Constructs educational exhibits and displays.

Oversees volunteer program at environmental education center.

Plans/conducts summer conservation camp and related programs.

Coordinates county Envirothon competition; receives/processes registration forms.

Coordinates public relations for the conservation district.

Designs, edits, and produces articles, brochures, newsletters, and educational materials.

Assists with special programs and events as needed.

Provides information and assistance to the public regarding a variety of environmental and natural history topics.

Performs various general/manual tasks associated with department activities, which may include feeding birds, unloading/moving bird seed, setting up program equipment, shoveling snow, splitting wood, cutting trees/shrubs on trails, vacuuming carpet, and cleaning building facilities.

Operates a variety of machinery, equipment and tools associated with department activities, which may include a motor vehicle, cash register, slide projector, camera, video camera, light table, chain saw, splitting maul, wheelbarrow,

gardening tools, carpentry tools, power tools, office equipment, sports paraphernalia, and various program paraphernalia.

Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Takes photographs, slides, and videotapes for program use.

Generates and balances reports; submits reports to appropriate individuals or agencies; forwards or retains reports as appropriate.

Receives/processes payments for program fees, gift shop sales, or other department revenues; records payments and issues receipts; forwards revenues as appropriate.

Prepares or completes various forms, reports, correspondence, logs, daily journals, schedules, time sheets, mileage records, volunteer records, intern evaluations, incident/accident reports, press releases, newsletter articles, program outlines, program evaluations, or other documents.

Receives various forms, reports, correspondence, calendars, registration forms, day camp applications, program reservations, evaluations, natural history guides, field guides, activity guides, children's books, tax records, maps, brochures, magazines, newspapers, newsletters, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Performs research functions as needed.

Maintains files/records of department activities and resource data.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, desktop publishing, or other software programs.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, volunteers, school officials, students, customers, community organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Represents the conservation district at local meetings and state conferences.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Assists with gift shop sales.

Conducts various errands as assigned, which may include purchasing/picking up supplies.

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Education, Natural History, Natural Resources, Science, Recreation, or closely related field; supplemented by one (1) year previous experience and/or training involving environmental education; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Pennsylvania Teaching Certification in Environmental Education preferred. Must possess and maintain a valid Pennsylvania driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, traffic hazards, toxic agents, disease, pathogenic substances, wilderness/water accidents, or animal/wildlife bites.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.