

ENVIRONMENTAL EDUCATION OUTREACH COORDINATOR

GENERAL STATEMENT OF DUTIES:

Performs a variety of professional duties organizing, planning, and implementing environmental education programs for a diverse audience; engages in outreach with schools, community groups, and the general public, works under supervision; performs related duties as required.

STATEMENT OF TASKS:

- Builds awareness of and promotes environmental education programs and facilities
- Identifies new and strengthens existing relationships with local elementary, middle, and high schools, colleges and universities, charter schools, home schools, community groups, businesses, and individuals
- Coordinates and schedules environmental education programs both onsite and offsite
- Plans and provides instruction using age appropriate MEECS, GLCEs, and Michigan Model for Health Standards for a diverse audience
- Identifies and coordinates community outreach activities
- Prepares necessary reports and records, including data collection and interpretation, and evaluation
- Coordinates the work of subordinate employees and/or volunteers
- Assists in monitoring the budget
- Assists with identifying funding sources and grant development
- Assists with the day-to-day implementation of the social media plan
- Serves as a liaison on select committees, as assigned
- Work is performed under supervision; performs related work as required

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles, practices, and objectives in developing and implementing outdoor education programs including nature, horticulture, and gardening for diverse audiences
- Experience working with diverse audiences
- Ability to conduct lectures, discussions, and present programs

- Ability to develop, actively promote and maintain cooperative working relationships with schools, community groups, the general public, and Commission employees
- Ability to communicate effectively both orally and in writing
- Knowledge of and the ability to use social media
- Familiarity with Windows-based computers and applications
- Ability to attend work regularly and work under stressful conditions
- Knowledge of budgeting
- Ability to provide direction to subordinate employees and volunteers

MINIMUM QUALIFICATIONS:

Bachelor's degree in environmental education, outdoor education, natural science, interpretation, biology, earth science, the biological sciences, horticulture, forestry, education, social work, or related field and one (1) year of coordinating experience.

OR

Associates degree and three (3) years of experience as a Park Naturalist or Horticulturist

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license
- Willing to work weekends, holidays, and irregular hours
- Willing to work outdoors in all kinds of weather and on uneven terrain
- Willing to wear a prescribed uniform
- Ability to lift at least 35 pounds
- Must complete a CPR/First Aid certification course provided by Genesee County within 90 days of employment or provide proof of current certifications

Established: December 11, 2013



Human Resources Director