

## **Bedford County Conservation District Program Assistant**

### **Purpose**

Responsible for carrying out environmental education and interpretation programs, workshops, and seminars on and offsite throughout the County of Bedford.

### **Essential Duties**

Conduct and develop environmental education programs and workshops for a wide range of audiences and ages.

Teach diversified environmental education programs and develop lesson plans for pre-scheduled school, civic and business organizations.

Plan, organize, and conduct educational and recreational events (Arbor Day Program, Tree Seedling Sales, Poster Contest, Awards Picnic etc.)

Assist with organizing the Bedford County Envirothons.

Create, develop and maintain both interior and exterior interpretative displays and educational exhibits. Develop, foster, and maintain environmental education resource files and library.

Coordinate with Special Project requests to conduct research related to the preparation of presentations and exhibits.

Assist in writing grants, solicitation of donations and in-kind support for various education programs.

Perform light maintenance and custodial duties as necessary pertaining to education materials and events.

Assist in recruiting, training and scheduling volunteers.

Assist in planning and editing of district newsletter.

Network with other environmental education coordinators via attendance at regional and state training sessions, to ensure the district's progressive position in environmental education.

Compile monthly progress reports in relation to all environmental education programs and their status.

Prepare reports, memos, and requisitions as required.

Attend monthly district board meetings, as required.

Support the District Manager in administration of the office: including clerical duties, answering the phone, assisting clients, filing, bookkeeping and copying.

Other duties as assigned.

### **Required Technical Knowledge, Skills & Abilities**

Exhibit excellent verbal and written communication skills.

Ability to motivate and train volunteers and employees.

Be creative and have the ability to supervise, plan, organize and facilitate programs.

Experience with personal computers and the ability to learn various Microsoft Office programs and QuickBooks applications.

Possess and demonstrate knowledge and understanding of environmental education and the ability to teach those concepts.

Ability to deal effectively and tactfully with elected officials, school district personnel, co-workers and the general public.

Possess and demonstrate life skills.

### **Functional Requirements**

Candidate for this position must be community minded, highly motivated and a self-starter. Must be able to effectively read, write, speak and understand the English language. Must possess and maintain PA Driver's License. Must possess the ability to make independent decisions when circumstances warrant such action. Must possess the ability to deal tactfully with constituents, consultants, government agencies/personnel, and the general public.

Must possess the ability and willingness to work harmoniously with professional and non-professional personnel. Ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures of the Bedford County Conservation District. Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing District practices. Ability to perform under pressure, and able to meet deadlines. Flexibility to adjust to changing

conditions to the various details of the job. Ability to follow chain of command, mission and goals identified by district and County.

This person shall adhere to and follow Bedford County Conservation District policies and procedures.

### **Working Conditions**

Works in office areas, as well as throughout entire Bedford County. Sits, stands, bends, lifts and moves intermittently during working hours. Is subject to frequent interruptions. Is involved with personnel under all conditions/circumstances. Works beyond normal working hours, weekends and holidays, and in other positions temporarily, when necessary. Attends and participates in continuing educational programs. Is subject to falls, injuries, and adverse weather/driving conditions, etc., throughout the workday. Is involved with Bedford County residents, government agencies/personnel, school groups, teachers, groups, and organizations under all conditions/circumstances. Is provided with the necessary tools, equipment, clothing and safety needs appropriate for the performance of position responsibilities.

### **Transportation**

The EEC may be required to provide own transportation when necessary for performance of duties; mileage expenses will be reimbursed as approved by the District according to policy.

### **Personal Qualities**

Good judgment, trustworthy, good communications skills, accurate and efficient~ good math aptitude, neat appearance, and ability to maintain good working relationships with people.

Physical and Sensor Requirements With or Without the Aid of Mechanical Devices Must be able to move intermittently throughout the workday and be able to traverse difficult terrain. Must possess and maintain valid Pennsylvania Driver's License. Must be able to speak and write the English language in an understandable manner. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirement of this position can be fully met. Must function independently, have flexibility, personal integrity and the ability to work effectively with County personnel and support agencies. Must be in good general health and demonstrate emotional stability. Must be able to lift and move in excess of fifty (50) pounds.

### **Education. Training and Experience**

A Bachelor of Science Degree in Resource Management, Environmental Science, Agricultural Science or related field or equivalent combination of experience, education and training. References are required.

### **Hours of Work**

Weekend and evening coverage as necessary. This position is full time salaried non-exempt and at times may exceed 40 hours per week. Schedule is subject to change.

Regular District hours are as follows:

Monday- Friday 8:30 A.M.-4:30 P.M.

This position may work weekend and evening hours.

### **Dress Code**

Proper attire should correspond with one's daily schedule.

### **Accountability**

District Manager

This job description includes a list of all duties and requirements essential to this job function. Excluded are marginal functions which are incidental to the performance of the fundamental job duties. All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or others. In no way does this description state or imply that these are the only duties performed. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by the District Manager, Assistant Director and/or Executive Director. Requirements are representative of minimum levels of knowledge, skills and abilities. To perform this job successfully, the incumbent will possess the ability or aptitude to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.