

Jefferson County Soil and Water Conservation District

Job Description: Environmental Educator

Duties & Responsibilities:

The Environmental Educator (Educator) works with the Jefferson County Soil & Water Conservation District (District) to create environmental education experiences with a primary focus on grades K-12. This is an exciting new opportunity to design an environmental education program for the Conservation District. The Educator will coordinate with Jefferson County Public Schools, private schools, and homeschool groups to provide education during school hours, after school, and summer programs. The Educator will also assist with the implementation of the District's Long Range Plan including but not limited to, the establishment of an Envirothon team, the promotion of the Conservation Art Writing Contest, the expansion of the Arbor Day Tree Giveaway, and the judging of the Regional Science and Engineering Fair. Additionally, the Educator will actively seek opportunities to further promote the District's mission through collaboration with educators, community groups, and partners.

The Educator will:

1. Use a hands-on approach to promote and implement environmental education studies within Jefferson County K-12 schools.
2. Coordinate the District's involvement and assistance in a variety of programs and activities.
3. Promote educational programs of the District's partners and collaborators.
4. Plan, construct, install, operate, and coordinate support for educational exhibits and displays.
5. Manage and maintain a supply of informational and educational materials and videos that will be available for loan or distribution to educators and the public.
6. Coordinate opportunities and develop approaches to extend teacher training within the educational community of Jefferson County.
7. Actively seek opportunities to present information and conservation programs to public bodies, civic organizations, clubs, and interest groups.
8. Initiate and direct a public information program through individual contacts, social media, newspapers, T.V., radio, and public appearances at civic groups, schools, meetings, and other events.
9. Seek and secure grant funding to establish new educational and outreach programs and sustain existing programs.
10. Assist organizations that partner with the District in their efforts to secure funding for programs that promote conservation.
11. Maintain records, files, and documentation as required to support District programs and activities.
12. Represent the District in a professional and business-like manner and keep the District Board informed of planned activities and new initiatives.
13. Take care to avoid conflicts of interests, to document all monetary transactions to assure accountability, and to be honest in all dealings with the District Board, staff, and all persons and groups.

Qualifications:

- Bachelor's degree in Education, Environmental Science, or a related field.
- A minimum of 3 years combined formal or informal teaching experience.

- Excellent verbal and written communication skills, including demonstrated skills in reading, listening, writing, and public speaking.
- Ability to prioritize efforts and efficiently manage time independently to accomplish a variety of tasks within established time frames.
- Strong interpersonal and relationship skills required, including demonstrated ability to establish and maintain effective working relationships with Board Members, staff, partners, public officials, and citizens.
- Certification or experience with Project WET, WILD, Learning Tree, or similar program is preferred.
- Experience creating, marketing, and implementing public educational and community outreach efforts is desirable

Supervising Authority: This contract is under the direct supervision of the Jefferson County Soil & Water Conservation District Board of Supervisors. A written monthly report of activities will be presented to the board at monthly board meetings.

The monthly report should include:

- Details of meetings with persons or groups (name of groups, location and length of meeting, names and number of attendees),
- Status of planned programs with estimated dates of completion,
- Detailed short-term plans (events scheduled or planned, equipment or supplies needed) and long-term plans (areas of emphasis),
- A narrative description of the priority of current activities and discussion of any perceived problems or challenges facing the District.

Compensation: This is a contract position with a pay rate of \$25/hour for 20 hours per week budgeted through August 31, 2020. A contract extension past this date will be dependent on available funding.

How to Apply: All information must be received by Friday, November 22, 2019, 11:59 PM.

Submit a cover letter, resume, and three references to:

4233 Bardstown Road, Suite 100-A, Louisville, KY 40218

or apply.jeffersonswcd@gmail.com

Expected start date is January 6, 2020.

Information about the Jefferson County Soil and Water Conservation District can be found at

www.Jeffcd.org.

Jefferson County Conservation District is an Equal Opportunity Employer.