

LUCAS SOIL & WATER CONSERVATION DISTRICT POSITION DESCRIPTION

TITLE: EDUCATION SPECIALIST

OVERVIEW OF POSITION: This position is that of an Education Specialist who is responsible for developing and implementing the education and outreach programs for the Lucas Soil & Water Conservation District.

DUTIES & RESPONSIBILITIES:

1. In coordination with other staff, develops, coordinates, and implements the District's education programs including programs at the Blue Creek Conservation Area.
2. Responsible for planning, scheduling, and facilitating educational program activities in the local city and county school systems, including teacher trainings and workshops.
3. Plans and provides programs for scouts, homeschool groups, YMCAs, pre-school, church and other community groups.
4. Plans and provides both small and large scale public education events. Coordinates District's participation in other organizations' community events.
5. Stays current on educational and conservation trends; attains training and certifications when needed.
6. Assists in conducting tours, field days, providing event displays and activities, public viewing of demonstrations, field plots and water quality conservation practices.
7. Participates in the recruitment and training of volunteers to assist with the District education programs.
8. Provides educational portions of and/or develops District publications and promotions such as newsletters, annual reports, displays, news articles, radio shows and other media. Coordinates with social media staff.
9. Assists with education department fundraising through grant-writing and building funder confidence. Assists with other District fundraising as requested.
10. Maintain personal contact with local school systems, civic groups, OSU Extension, Metroparks Toledo, Nature's Nursery, other SWCDs, etc. and is able to explain the District education programs to the public. Encourages and provides joint programming with partner agencies to maximize services.

11. Serves as resource person, providing information to public and maintaining materials for loan to educators. Stay up-to-date on current environment issues.
12. Cooperates with and provides assistance to other SWCDs, ODNR, NRCS, etc. Serves as staff for venues such as Envirothon, Summer Supervisor School, etc.
13. In coordination with other staff, promotes the principles of sustainability through every day practices, research of new trends and developments, and educational programming such as urban homesteading, Shades of Green, and the Rain Garden Initiative.
14. In coordination with other staff, complete tasks needed for annual native plant and tree sales.
15. Participates in the upkeep of office gardens, office maintenance, and other officetasks. Assists with all other District programs as needed.
16. Prepares and maintains all position-related records, reports and forms required by SWCD, NRCS, FSA, ODNR, OFSWCD and OSWCC.
17. Assists District staff with projects as needed.
18. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe, healthful, and lawful manner and will be of a nature to reflect favorably on the Lucas Soil and Water Conservation District.

Other duties and responsibilities not mentioned will evolve. The Board of Supervisors does not hold this job description to be "all encompassing" and maintain the right to develop other areas of responsibility deemed necessary.

Supervision and Performance Review:

This position works independently of direct day-to-day supervision, but reports to the District Manager. Policy setting and program direction is received from the District Board of Supervisors. A formal performance review will be conducted annually as described in the approved Employment Policy. This position may provide supervision of any subordinate educational staff or volunteers.

This person will be responsible for making his/her own appointments, developing a weekly schedule and changing the schedule as necessitated by requests, workload or weather.

Additional Requirements:

This position may require overnight travel and meetings outside of normal working hours. At times the work environment may include the outdoor conditions of terrain and weather and physical exertion and agility. A valid driver's license and an insurable driving record are required. Grant writing and reporting experience preferred.

Minimum Education/Experience/Qualifications:

Minimum: 2-year degree and 5 years of experience in Natural Resources Education or related field.

Preferred: 4-year bachelor's degree and 3 years of experience in Natural Resources Education or related field and experience and/or training in personnel management.