

**TO: Urbana Park District Staff and Applicants**

**FR: Judy Miller, Environmental Program Manager**

**CC: Tim Bartlett, Executive Director of Parks and Recreation**

**DT: February 10, 2015**

**RE: Call for Applications – Environmental Education Coordinator – External Search**

**POSITION: ENVIRONMENTAL PUBLIC PROGRAM COORDINATOR**

The Urbana Park District is conducting a search to fill the “Environmental Education Coordinator” position. The Urbana Park District will be conducting an open search to the general public to fill the open position. The ideal candidate would be hired and train with the Environmental Program Manager and office and environmental program staff.

**General Position Description:** The Environmental Education Coordinator position is a Full-Time exempt position with the Urbana Park District. The Environmental Education Coordinator reports directly to the Environmental Program Manager. A detailed position description is attached.

**General Position Requirements:** To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Education Coordinator plans, presents and evaluates all environmental education programs and services, general public programs, summer teen leadership program, educator resources, including on and off-site school programs, service learning programs, educator workshops and educational loan boxes and items. The coordinator hires, trains and supervises intermittent and seasonal employees, interns and volunteers.

**Application Process:** The Urbana Park District is utilizing an on-line application system—please go to the Urbana Park District webpage for application instructions.

[www.urbanaparks.org](http://www.urbanaparks.org)

Candidates for the Environmental Education Coordinator are to submit:

- Cover Letter of Interest
- Urbana Park District employment application
- Current resume to reflect the knowledge, skills and abilities based on the attached “Position Description”
- List of at least three references to:

Judy Miller, Environmental Program Manager

Application Process will include:

- Formal interview with a staff review panel
- Program presentation to staff and education professionals – topic will be provided
- Meetings with administrative and/or other staff work groups as requested/required

**Schedule:**

|                        |                           |
|------------------------|---------------------------|
| Position Notice        | February 10, 2015         |
| Review of Applications | February 10-March 9, 2015 |
| Application Deadline   | March 9, 2015             |
| Interviews Conducted   | March 10-26, 2015         |
| Start Date             | May 4, 2015               |

**Questions:**

Contact Judy Miller at 217.384.4062 and/or [jkmiller@urbanaparks.org](mailto:jkmiller@urbanaparks.org)