



# Urbana Park District

## Position Announcement

### Environmental Education Coordinator

**Salary: \$30,421-\$43,194 annually and full benefits**

**Closing Date: March 9, 2015**

**Starting Date: May 4, 2015**

Work Schedule: Monday through Friday, 8-5pm; with evening and weekend hours as required and assigned.

Duration: Full-time supervisory

### Responsibilities

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.

### Desired Qualifications

- A Bachelor's degree with a major in Environmental Education, Education, Outdoor Recreation or related field and one year of experience in recreation programming or supervision.
- Experience in coordinating, presenting, and evaluating environmental education programs.
- Demonstrated organizational skills.
- Experience with staff and volunteer supervision.
- Valid State of Illinois driver's license required.
- Certification in First Aid/CPR/AED or have ability to complete within six (6) months of hiring is required.

Apply online: <http://www.urbanaparks.org/employment.html>

All applicants must apply electronically: Include application, letter of introduction, resume and three reference contacts.

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