



## **POSITION DESCRIPTION URBANA PARK DISTRICT**

**POSITION: ENVIRONMENTAL EDUCATION COORDINATOR**  
**DIVISION: RECREATION**

**STATUS: Full-Time**

**FLSA STATUS: Exempt**

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL FUNCTIONS:**

The Environmental Education Coordinator is responsible for the coordination of all environmental education programs, educator resources and teen leadership/service learning programs.

This position performs a majority of duties in a standard office environment involving sitting and walking at will, close vision and hearing sounds/communication.

This position requires the ability to navigate and traverse natural areas including land and water. This position requires the ability to work outdoors under various adverse weather and environmental conditions.

### **SUPERVISION EXERCISED:**

The Environmental Education Coordinator directly supervises environmental education assistants, seasonal and intermittent employees, interns, school tour volunteers, and naturalist volunteers.

### **SUPERVISION RECEIVED:**

Supervision is received from the Environmental Program Manager.

### **DUTIES:**

#### Planning and Programming

- ❑ Develops, coordinates, presents and evaluates all environmental education programs including school tours, naturalist in the classroom, service learning and educator workshops and services.

*Date Written: April 2002*

*Date Revised: September 2004, April 2010, August 2013, February 2015*

- ❑ Develops, coordinates, and evaluates all educator resources and materials; including loan items (Loan Boxes, books, media) and natural history items. Develops and maintains a working relationship with area, state, and national education groups interested in the development of environmental education programs.
- ❑ Develops, coordinates, and evaluates the summer Counselor in Training and Junior Counselor programs.
- ❑ Develops, coordinates, and assists with the planning and implementation of environmental program and district special events. Assists with the coordination of the care and management of educational/exhibit wildlife.
- ❑ Develops and implements goals and objectives specific to areas of direct responsibility.
- ❑ Assists with planning, presentation and evaluation of public programs.
- ❑ Assists with the development and design of exhibits.
- ❑ Greets and presents introductory tours for groups and general public, displaying enthusiasm and respect for the outdoors.
- ❑ Keeps informed of program participants' experiences and takes initiative to meet the needs of program participants by collaborating with Champaign-Urbana Special Recreation.
- ❑ Manages multiple tasks simultaneously with a high degree of motivation and initiative.
- ❑ Demonstrates knowledge of applicable safety practices and procedures, with ability to take proper precautions and assure safety of self, co-workers, volunteers and general public.
- ❑ Performs other duties as assigned.

#### Personnel

- ❑ Hires, trains, supervises, and evaluates intermittent and seasonal employees as needed.
- ❑ Assists with the supervision of reception staff.
- ❑ Assists with the hiring and supervision of summer camp staff.
- ❑ Completes incident/accident reports and follows up with processes.
- ❑ Recruits, trains, supervises, and evaluates volunteers for programs and services.
- ❑ Assists with the daily operations of the Nature Center, promoting a team atmosphere.
- ❑ Performs other duties as assigned.

#### Finance

- ❑ Develops and operates within a program budget.
- ❑ Purchases necessary supplies for programs within budgetary limitations.
- ❑ Prepares biweekly payroll and vouchers for vendor payments.
- ❑ Exercises a good and ethical judgment in the use of Purchase Card to support efficiency and effectiveness of job-related activities and fills out reports of its use as necessary.
- ❑ Performs other duties as assigned.

#### Communication

- ❑ Maintains accurate records and writes reports as required.
- ❑ Participates in all staff meetings, workshops and trainings as required.
- ❑ Develops marketing strategies in collaboration with the Marketing Department to publicize programs as necessary.

- ❑ Develops, writes and assists with the design and distribution of the Educational Services brochure.
- ❑ Develop, manage and maintain various means of communication with educational professionals including e-newsletter, social media, blogs, webinars...
- ❑ Creates and writes all program descriptions for specific program areas.
- ❑ Assists with the development of informational materials including exhibits, brochures, websites, and multi-media materials.
- ❑ Answers natural history questions as requested.
- ❑ Interprets park district rules and policies regarding natural area use as needed to the public.
- ❑ Presents a positive and professional image and provides excellent customer service.
- ❑ Communicates effectively with other staff, customers, vendors, and outside agencies, both orally and in writing.
- ❑ Performs computer backups on a regular basis at the individual PC.
- ❑ Performs other duties as assigned.

**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.

**DIFFICULTY OF WORK:**

The nature of this work requires the ability to perform a variety of unrelated task simultaneously within varying deadlines. The incumbent must exercise independent judgment in performing responsibilities through organizational skills and re-prioritization of tasks on a daily basis. The incumbent's knowledge of general office practices, ability to use a personal computer and various software applications, and skills in oral and written communication is essential to working effectively with the public and staff. The incumbent identifies and solves problems as they arise, maintains in good working order office equipment, and demonstrates attention to detail in all routine and additionally assigned responsibilities.

**RESPONSIBILITY:**

The incumbent operates according to generally accepted principles and procedures of the recreation profession, exercising independent judgment with those parameters, and supervising and directing personnel.

The incumbent will be responsible to operate within the guidelines of the park district's safety program to minimize the hazards that adversely affect the safety of personnel, the security of property, and the well-being of patrons exposed to park district operations and personnel.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

The incumbent performs a majority of duties in a standard office environment involving sitting and walking at will, close vision and hearing sounds/communication.

Ability to navigate and traverse natural areas including land and water. Ability to work outdoors under various adverse weather and environmental conditions.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Environmental Education Coordinator describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would prevent you from meeting the job duties and requirements as outlined?    Yes    \_\_\_\_\_    No    \_\_\_\_\_  
(If yes, please describe on the back of this page.)

\_\_\_\_\_  
Applicant / Employee Signature

\_\_\_\_\_  
Date