

McHenry County Conservation District Job Description

Job Title: Program Coordinator I
Division: Marketing and Education
Reports To: Education Services Manager
FLSA Status: Exempt/Regular Full-Time
Location: Prairieview Education Center/ Lost Valley Visitor Center
Salary Level: 15 (Administration)
Approved By: Executive Director
Approved Date: 2/1/2010
Modified: 9/14/2021

Summary

The Education Program Coordinator I is a responsible, professional position that functions independently in the design, implementation, delivery, and evaluation of natural and cultural history programs for a wide variety of audiences throughout the District's service area and supports other teams and team members with the delivery of educational services. The Education Program Coordinator I coordinates special events and various aspects of large-scale special events throughout the County as well as for community outreach, special request, and youth group programs. This position requires working evenings and weekends in order to best meet the needs of diverse program audiences. Work is reviewed for achievement of established goals and objectives; realization of desired results; and for adherence to established policies and procedures through reports, conferences, and direct observation.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Develops, promotes, implements and evaluates public natural and cultural history educational programs for audiences of all ages at District sites throughout the County.
2. Supports education programs and process throughout the District and at District events.
3. Prepares written copy for program promotion.
4. Assists with the training, scheduling, monitoring, and evaluation of volunteers assisting with programs.
5. Assists with and coordinates District special events and/or portions thereof.
6. Assists with maintenance of education program equipment and loan materials.
7. Assures self and volunteers to maintain an awareness of worker safety issues and practices and to apply these in performing daily tasks and activities.
8. Designs and develops interpretive materials including, but not limited to signs, brochures, and exhibits.
9. Presents educational programs both on and off District sites for civic and community groups and the general public.

Marginal Functions include the following.

1. Represents the District and its education efforts through involvement with professional organizations that support environmental education.
2. Prepares written copy for District publications.
3. Completes assigned reports and projects on a timely basis for the Education Services Manager as needed.
4. Represents the District at community events.
5. Serves on internal District committees.

Supervisory Responsibilities

This job has no direct supervisory responsibilities. Assists with training, scheduling, monitoring, and evaluating volunteers and short-term employees.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Education and/or Experience

Bachelor's degree (B.A./ B.S.) from four-year college or university in Environmental Education or Interpretation, Outdoor Education, Science Education, Natural Resource Management, or related field; a minimum of one year related experience in environmental education program delivery; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

1. Possess a valid driver's license.
2. Certified Interpretive Guide preferred.
3. Possess or the ability to obtain First Aid/CPR certification within one year from date of employment.

Other Qualifications

1. General working knowledge of environmental education, interpretive teaching methods and techniques, the natural history Illinois, and the principles and objectives of environmental education program planning.
2. Familiarity with the Illinois State Board of Education's State Standards for Learning.
3. Working knowledge of the trends and innovations occurring in the fields of environmental education and interpretation on a statewide and national basis. Keeping current with the professional literature and in gathering ideas from such sources to present innovative environmental learning programs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, PowerPoint and Outlook software programs as well as Desktop Publishing software.

Other Skills, Abilities, and Requirements

1. Demonstrated skill in supervising volunteers.
2. Demonstrated ability to work with a wide range of age and ability levels among the general public.
3. Demonstrated skill in effectively communicating in both oral and written form.
4. Demonstrated ability in dealing tactfully, courteously, and professionally with all whom the position must come in contact with, and exercising sound and effective judgment in doing so.
5. Ability to work independently at times with minimal supervision.
6. Ability to drive a motorized vehicle to perform various job related functions.
7. Considerable interpersonal skills and leadership skills needed to effectively communicate and maintain effective working relationships with other District staff, elected and appointed officials, service providers, civic groups, other agencies, volunteers, and the general public.

8. Demonstrated skill in planning, delivering, and evaluating educational programs.
9. A requirement of the job is working a nontraditional schedule, including scheduled work days on weekends and evenings.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a somewhat physically active job with work responsibilities requiring the individual to be reasonably physically fit. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and reasonably ambulatory and manual dexterity. Specific vision abilities required by this job include ability to adjust focus. Performs significant reading associated with outdoor teaching activities.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee generally performs computer work and activities indoors for planning, preparation, or presentation of programs and is frequently exposed to outside weather conditions for programs as well. The noise level in the work environment is usually quiet.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.