

# McHenry County Conservation District Job Description

**Job Title: Outdoor Education Program Leader (summer)**

**Division: Marketing and Education**

**Reports To: Education Program Coordinator**

**FLSA Status: Non-Exempt/ Seasonal**

**Location: Prairieview Education Center/ Lost Valley Visitor Center**

**Approved Date: 12/2/2019**

**Modified:**

## **Summary**

The Outdoor Education Program Leader is a responsible position that assists both the Education Program Coordinator and Education Program Assistant 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. This position may be required to work evenings and weekends in order to best meet the needs of diverse program audiences.

**Essential Duties and Responsibilities** include the following.

1. Works as part of a team to plan and lead a wide variety of summer day camps -for children aged 6-18.
2. May also help to develop lesson plans and lead programs for a variety of audiences, including families with children, adults only, and youth only aged preschool and up.
3. Promote awareness of the Conservation District's mission.
4. Maintain an awareness of worker safety guidelines and standards and apply these in performing daily activities and tasks.
5. Other duties as assigned by the supervisor.

**Marginal Functions** include the following.

Nothing assigned.

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

**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**

Completion of at least (2) two years of a Bachelor's degree program in environmental education or related field; at least (6) six month's experience working with children in some capacity required; at least (6) six month's experience leading natural history and conservation-related programs in an outdoor setting recommended; or equivalent combination of education and experience.

## **Certificates, Licenses, Registrations**

1. Possess a current, valid driver's license.
2. Possess or the ability to obtain First Aid/CPR certification.

### **Other Qualifications**

1. Must have communication skills necessary to present programs and be able to work as a member of a team.
2. Must enjoy working with people of all ages, be enthusiastic about our natural world, and be energetic.

### **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 and Excel software programs.

### **Other Skills, Abilities, and Requirements**

1. Demonstrated ability to work with a wide range of age and ability levels among the general public.
2. Demonstrated skill in effectively communicating in both oral and written form.
3. Demonstrated ability in dealing tactfully, courteously, and professionally with all whom the position must encounter, and exercising sound and effective judgment in doing so.
4. Ability to work independently at times with minimal supervision.
5. Ability to drive a motorized vehicle to perform various job related functions.
6. Possess interpersonal and leadership skills needed to effectively communicate and maintain effective working relationships with other District staff, volunteers, and the general public.
7. A requirement of the job is working a nontraditional schedule, including scheduled workdays 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.

Some job tasks involves working outside in all weather conditions with frequent walking of up to three miles per day that is at times on hilly terrain. The job duties may require the individual to occasionally assist staff in loading and unloading 80-pound canoes onto trailers and to paddle a canoe up to seven miles. Requires a sighted individual (vision corrected to 20/20) to plan and conduct outdoor education programs. This work also requires an individual with normal hearing (corrected to within a normal audible range) for interacting with employees and public.

### **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.*