

Portage Park District

Position Description

POSITION TITLE: Education Program Coordinator

DEPARTMENT: Public Engagement and Education

SUPERVISOR: Public Engagement Manager

FLSA STATUS: Non-Exempt; Non-Civil Service Classified

HOURS: Full Time

PAY RANGE: \$17.00-\$30.00/Hour

ABOUT PORTAGE PARK DISTRICT: The Portage Park District operates over 2,400 acres of parkland and 17 miles of hike and bike trails across Portage County. The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment.

POSITION SUMMARY: Under the supervision of the Public Engagement Manager, employee shall plan, coordinate, implement and evaluate diverse public education and recreation programming in the parks and other settings, alone or with the assistance of other staff, volunteers and partners.

POSITION REQUIREMENTS: *this position minimally requires the following:*

CERTIFICATES OR LICENSES:

- Possession of a valid Ohio driver license, insurable by the Park District's insurance carrier and ability to conform to the driving standards policy as approved by the Board of Park Commissioners.

EDUCATION, TRAINING AND/OR EXPERIENCE:

Two or four-year college degree and experience working in the fields of education, biology, geography, conservation, parks and recreation or related fields is preferred. Experience working as a naturalist or educator for a public agency or nonprofit is preferred.

ESSENTIAL JOB DUTIES:

Major activities, which must be performed to carry out the purpose of the position as described above:

- Plan, budget, coordinate, schedule, implement and evaluate diverse public education and recreation programming in a variety of settings including in the parks and in schools and community facilities.
- Present programs for a variety of interests, ages and abilities on topics including: natural and cultural resources; outdoor recreation skills; environmental sustainability; healthy recreation; park district parks, facilities and history; citizen science.
- Research, plan and create educational articles, brochures, presentations, displays and signage.
- Assist with special events, including planning, staffing, setup, cleanup and evaluation. Coordinate activities with those of the Portage Park District Foundation as necessary.
- Maintain inventory of program supplies, materials and equipment. Maintain education program records; prepare required reports.
- Respond to inquiries from public and staff, providing information as appropriate.
- Establish, cultivate and manage partnerships with a variety of public and private entities.
- Collaborate with park district staff, partners and volunteers on planning, projects and programs.
- Oversee and train casual and seasonal employees, interns and volunteers as necessary.
- Work flexible work hours, including evenings, weekends and holidays, as required
- May include other work duties, assignments and responsibilities not mentioned herein

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ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Interest in willingness to support and promote the Portage Park District mission.
- Demonstrated understanding of the principles and practices of public education and science literacy, typically acquired through formal training and higher education.
- Ability to read maps and use field guides, binoculars, and a variety of tools, instruments and equipment necessary for conducting programs and navigating the parks.
- Ability and willingness to be exposed to and interact with animals, insects, plants, soil and water in diverse weather and physical conditions at different times of day or night.
- Must be comfortable speaking in public in front of small and large groups and accommodating a diversity of populations and abilities.
- Ability to use common office equipment including telephones, computers, copiers and digital cameras. Intermediate proficiency with computer software including spreadsheets, word processing, databases, mapping applications, email and electronic calendars.
- Ability to organize and coordinate workflow and resolve questions and problems, and work independently, think creatively, handle multiple tasks simultaneously with a flexible work schedule at a fast pace. Ability to work in a team setting to accomplish park related goals. Ability to understand and follow detailed instructions.
- Good written and oral communication skills. Strong interpersonal skills with the ability to relate to and work with all types of people with tact and diplomacy in one-on-one or group settings.
- Demonstrated emotional intelligence to include: self-awareness and accurate self- assessment, sensitivity and empathy, openness, reliability, and consistency.
- Ability to establish and maintain effective professional working relationships with Park District staff, Board and volunteers, and with partner organizations and agencies. Ability to exemplify the highest ethical standards of professional and personal conduct.
- Other: A pre-employment Background Check and Drug Test are required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Employee is regularly required to talk and hear, drive a car or truck, stand, sit, walk over rough terrain, cycle, paddle, use hands and fingers to handle, grasp, feel, type, reach with hands and arms, climb and balance. The employee is required to stoop, kneel, crouch, crawl.
- Employee may be required to travel to a variety of indoor and outdoor locations within and outside of the county. Employee may be exposed to a variety of environmental conditions and weather including wet, windy and/or humid conditions and temperatures below 32 degrees and above 100 degrees for periods of more than an hour.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds.
- The employee may be exposed to various communicable diseases, insects, animals and poisonous plants. The employee may be exposed to outside pollutants in the air, water or land.

ACKNOWLEDGMENT

I acknowledge that I have been given a copy of the position description and that it is representative of the major duties and responsibilities of this position.

Employee

Date

Employee's Supervisor

Date