

Coordinates and participates in the SWCD rafting programs including scheduling schools, soliciting, training volunteers (instructors and land crew), organizing the itinerary, and purchasing supplies.

Collaborates with board of supervisors on annual maintenance of the SWCD raft fleet and associated supplies. Coordinates raft leases and rentals.

Coordinates programs with the SWCD rain simulator equipment.

Collaborates with board of supervisors on maintenance of the SWCD rain simulator and associated supplies. Coordinates rain simulator leases and rentals.

Coordinates the SWCD's Indiana Master Naturalist (IMN) program including but not limited to, scheduling speakers and venues, keeping records, coordinating program volunteer services, and records. Sends appropriate reports to state IMN coordinator.

Supervises and trains SWCD volunteer team to assist with events, programs, and workload.

Assists with coordination of the N Central and State Envirothon competition for Indiana, including scheduling speakers, venue, soliciting volunteers, team registration, food, testing, and awards. Submits appropriate forms to Indiana Envirothon state committee.

Represents Kosciusko County SWCD as a participating member on the education committee of Arrow Head Country RC&D. Helps coordinate RC&D-sponsored events.

Represents the SWCD on various boards and committees, as assigned.

Helps coordinate and attends SWCD meetings, including board meetings, annual meeting, and standing committees meetings.

Assists with SWCD grants, including writing applications, implementation, and reporting.

Assists with SWCD budgets preparation.

Assists with SWCD tree sales program.

Participates in the review and update of the SWCD Business Plan and Plan of Work.

Cross trains with other staff members to cover district responsibilities and workload.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in agriculture, natural resource management, or closely related field, or equivalent combination of education and previous related experience.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Possession of and ability to maintain Hoosier Riverwatch trainer certification, or other water training certifications, and conducts water monitoring trainings.

Possession of and ability to maintain facilitator certification in IDNR and other educational curricula. (e.g. Project Learning Tree, Project WET, Project WILD and Aquatic WILD).

Ability to pass a federal background check to obtain a link pass to access USDA computers and programs.

Working knowledge of and ability to make practical application of agriculture, natural resources and local, state, and federal conservation laws and guidelines.

Working knowledge of educational techniques with ability to develop, organize and present programs and activities for a variety of age groups.

Working knowledge of standard English grammar, spelling, punctuation, and ability to perform department public relations functions, including editing newsletters, writing articles for newspaper columns, preparing reports, and news releases.

Knowledge of standard office policies/procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files, and records.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect.

Ability to effectively communicate orally with co-workers, other County departments, Natural Resources Conservation Service (NRCS), United States Department of Agriculture (USDA), Indiana State Department of Agriculture (ISDA), other government agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly operate a variety of standard office equipment, including but not limited to computer, calculator, copier, scanner, and telephone.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to plan and present public speaking presentations, fund raisers, and special events.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to observe similarities and differences in data, compile, analyze, and evaluate data, and make determinations based on data analyses.

Ability to plan and layout assigned work projects, apply knowledge of people and locations, and read and interpret detailed prints, sketches, and maps.

Ability to occasionally work extended evening and/or weekend hours and travel out of town for meetings and training, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope and impact, involving many variables or considerations with interrelationships difficult to ascertain. Incumbent develops, presents, and coordinates educational programs and activities designed to further the goals and objectives of the SWCD, exercising independent judgment in interpreting and applying regulations and guidelines to specific cases and circumstances.

III. RESPONSIBILITY:

Incumbent performs a variety of public education duties with purpose and desired results clearly indicated by SWCD Board. Incumbent is accountable for department results and regularly makes decisions in absence of policy. Incumbent works with minimum supervision, referring to department head in unusual situations. Work is periodically reviewed for attainment of objectives and effect on department goals/objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Natural Resources Conservation Service (NRCS), United States Department of Agriculture (USDA), Indiana State Department of Agriculture (ISDA), other government agencies, and the public, for the purpose of exchanging information and establishing cooperative working relationships.

Incumbent reports directly to Executive Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment and outdoors, including sitting/walking at will, sitting/standing/walking for long periods of time, walking on uneven terrain, working in wet/icy/hot/cold conditions, lifting objects weighing under 25 pounds, close/far vision, depth/color perception, driving, keyboarding, speaking clearly, and hearing sounds/communication.

Incumbent occasionally work extended evening and/or weekend hours and travels out of town for meetings and training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Education/Outreach Coordinator for Soil and Water Conservation District 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 keep you from meeting the job duties as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name