

PLEASE POST !!!

**OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**21 ENVIRONMENTAL EDUCATION COORDINATOR – CONSERV. DISTRICT**  
**\$54,804.69/yr. – 40hrs/wk.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 09/19/2024

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: ENVIRONMENTAL EDUCATION COORDINATOR**

**FLSA: Exempt**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan and conduct a variety of environmental education programs for the County.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Plans and implements environmental education programs and services at County parks, trails, nature center, store and other facilities; develops and conducts classes, programs, summer camps, art shows, special events and other activities; evaluates activities and events for overall value and effectiveness; manages programs in accordance with local, state and federal guidelines.

Coordinates volunteers and interns to implement services and activities; provides guidance, direction, training, and assistance as needed.

Processes program registrations and payments; compiles class lists; collects and counts funds; prepares deposit statements; deposits funds; maintains related documentation.

Performs customer service functions; provides information and assistance related to County environmental issues, natural history, or other issues; responds to questions and inquiries.

Develops marketing and public relations materials, such as brochures, articles, newsletters, educational displays, etc.; promotes programs to civic groups, community organizations, the public or other individuals and groups; prepares and makes presentations as needed.

Maintains inventories of supplies and forms; ensures availability of adequate supplies to complete work activities; prepares and submits purchase orders; receives/distributes incoming supply shipments.

Ensures the security, maintenance and repair of assigned area; supervises and performs various seasonal grounds and trail maintenance activities; mows, weed eats and edges grass; clears leaves, tree limbs, trash and other debris from park areas and trails; prunes trees and shrubs, etc.

Communicates with supervisor, employees, volunteers, interns, program participants, visitors, organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Prepares or completes various forms, reports, correspondence, timesheets, program evaluations, program summaries and outlines, attendance records, performance evaluations, incident and accident reports, schedules, or other documents.

Receives various forms, reports, correspondence, applications, program registrations, activity guides, brochures, art show applications and contracts, maps, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads professional literature; maintains professional affiliations.

Participates in continuing education activities; attends meetings, seminars, and training sessions as required to remain knowledgeable of governmental/departmental operations and to stay current with changing policies, procedures and codes.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in environmental education, environmental science, outdoor education or related field; supplemented by one (1) year of experience in environmental education programming; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.