

HUMAN RESOURCES

ENVIRONMENTAL EDUCATION & OUTREACH COORDINATOR JOB DESCRIPTION

POSITION DESCRIPTION: ENVIRONMENTAL EDUCATION & OUTREACH COORDINATOR ("EEOC")
POSITION STATUS: EXEMPT
PAY RANGE: MIN: \$35,000 MID-POINT: \$42,500 MAX: \$50,000
DIRECT REPORT: ASSISTANT DIRECTOR

GENERAL PURPOSE

Under general supervision, this position manages, plans, implements and monitors all educational programs related to the Environmental Education Center ("EEC") and Community Outreach Program. This includes working with superintendents, principals, teachers, community leaders, residents & families, organizations & businesses, other solid waste districts, and all political sub-divisions in compliance with the Lake County Solid Waste Management District's ("District") Solid Waste Management Plan. This person guides the adaptation of appropriate environmental curriculum to draw participants to sustainable environmental education activities and to draw the public to the District and EEC as a resource in community greening efforts. This position understands the District strives to be a leader in environmental education and exhibits such leadership at all times. The EEOC demonstrates fidelity to the mission and educational values of the District with the goal of providing direct experiences and to create an active learning community where learners share ideas and expertise within and beyond their community and prompt continued inquiry. This position also performs managerial work in the development of long-range plans, assists with financial, administrative, and staff scheduling needs of the Environmental Education Program ("EEP").

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-and non-position specific duties.*

- Researches, develops, implements, and promotes curriculum for District education programs.
- Develops and manages Best Management Practices for the improvement of hands-on educational lessons and activities.
- Maintains performance measurement and reporting systems; analyzes reporting data and evaluates performance; develops and implements procedures and/or process changes to improve performance; and utilize an information system for tracking and accountability.
- Coordinates with office staff to schedule, confirm, and host field trips and/or groups at the EEC.
- Coordinates with office staff to schedule, confirm, and provide Enviromobile programming.
- Builds and maintains educational kits, maintains educational storage areas.
- Coordinates with staff on public information strategies and programs which includes the development and ordering of educational materials.
- Educates schools, organizations, groups, and businesses beyond the 5Rs and outside of the recycling bin.
- Manages the *Trout in the Classroom Program*.
- Directs the EEC's Summer Day Camp programs.
- Organizes events such as "Capathon," "Halloween Swap Shop," professional development for teachers, educators, other solid waste districts, and the community.
- Works with staff to implement zero-waste practices at the District.
- Develops new outreach programs as needed to meet the needs of the public's interest in environmental and sustainability education.
- Certifies that education and outreach materials, tools, and strategies reflect sound theories and well-documented facts about environmental topics and issues.

- Encourages students to arrive at their own conclusions about what needs to be done based on their research and study, rather than being taught a certain course of action is best.
- Helps learners gain basic skills needed to participate in resolving environmental issues.
- Prepares presentations targeted to diverse audiences.
- Markets the District in a positive light.
- Utilizes social media as an outreach and awareness tool.
- Assists schools, their principals, and teachers in meeting state teaching standards.
- Attends meetings (when requested) to represent the District and maintains complete records and prepares comprehensive reports, as well as makes formal presentations to the Board of Directors and/or the public.
- Acts as District liaison (when requested/needed) to outside agencies including other solid waste districts.
- Assists in supervising and directing assigned personnel and volunteers, including planning/making work assignments and providing training.
- Contributes information, letters, data, input, and curriculum as needed for District grant writing projects.
- Performs general ReUZ Room duties as needed.
- Maintains the Environmental Education Center and ReUZ Room and their components keeping each clean, organized, and running efficiently.
- Displays energy and motivation in starting and completing tasks in the workplace and in the face of the public.
- Responds to persistent problem areas with constructive approaches and innovative ideas or recommendations.
- Performs all other duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree preferred, but not required.

Necessary Knowledge, Skills and Abilities:

- Knowledge of or willingness to learn modern teaching and educational techniques and methods.
- Enthusiasm, creativity, and aptitude for public relations work.
- Demonstration of excellent interpersonal skills in interfacing with District staff, citizens, teachers, and students.
- Public speaking required before a variety of audiences including community agencies/organizations, school personnel, students, volunteers, and the public; being sensitive to professional ethics gender, cultural diversity, and disabilities.
- Ability to make accurate mathematical calculations.
- Ability to analyze and interpret statistical data and present findings in a clear and concise manner.
- Ability to develop and implement a budget.
- Ability to interpret and explain rules and policies relating to District programs.
- Ability to prepare and present oral and written information, reports, and educational brochures.
- Ability to maintain program and performance records.
- Ability to communicate effectively, both orally and in writing.
- Ability to work with and teach levels pre-K through adult.
- Ability to take the lead in implementing new programs, processes, and changes in practice.
- Ability to establish and maintain effective working relationships with contracted agencies and workers, other employees, supervisory personnel, and the public.
- Ability to work independently and collaboratively. Ability to work on several tasks at the same time and complete assignments effectively amidst interruptions, often with time requirements.
- Ability to operate a personal computer and related software. Demonstrate proficiency to prepare documents, spreadsheets, email, and timesheets.
- Ability to use logical and creative thought processes to develop solutions.
- Ability to operate a light duty pick-up truck, SUV, or other motorized vehicles utilized in District operations.

Special Requirements: Indiana Driver's License

Physical Demands / Work Environment: Primary duties are performed in a general office, 8 hours/day, however, activities may include some educational activities in the field or off-site and may involve evening or weekend time commitments and/or exposure to adverse weather conditions.

- Loading/unloading of educational and display materials into and from District vehicle
- Light duty lifting, carrying, and set-up of educational and display materials up to 50lbs.
- Climbing stairs
- Occasional travel for training, certification, or conferences

Reports To: ASSISTANT DIRECTOR

Supervision Exercised: N/A

FLSA Status: Exempt (aka Classified)

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF MY JOB DESCRIPTION.

Employee Name (Printed)

Employee Signature

Date

Witness Signature (LCSWMD Representative)

Date

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.