

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING**

DATE: February 13, 2019
TO: Board of Directors
FROM: Jackie Nelson, Environmental Education Supervisor
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval of Revised Environmental Education Specialist Job Statement and Funding Amendments

RECOMMENDED ACTION:

Staff respectfully recommends that the Board consider accepting and approving the revised Environmental Education Specialist job statement (**ATTACHMENT 1**) and consider the allocation of funds to hire part-time, contract staff as presented in the upcoming Budget Amendments Resolution to the Fiscal Year 2018-19 budget.

FISCAL IMPACT:

\$25,000 for two part-time seasonal staff during Fiscal Year 2018-19.

FUNDING SOURCE:

6304-Seasonal/Contract Staff.

FUNDING BALANCE:

Not applicable.

DISCUSSION:

The Board of Directors approved the current Environmental Education Specialist (EES) job statement in 2005. The EES position focused on in-class, after-school, service groups, and naturalist programs. By 2008, the EECO Division had three full-time employees and three-and-a-quarter contractors. During the same period job responsibilities expanded to include camp activities, community outreach (booth) events and *Let's Go Outdoors!* production and administration. Presently, Environmental Education and Community Outreach Division needs include facility operations at two MPRPD centers, development and implementation of interpretive programs such as regular weekend guided hikes, preparation of bulletin boards, displays and handout materials, expansion of the environmental education programs, coordination with volunteers, and implementation of social media outlets, in addition to the previous operations.

During the 2018 calendar year, staff participated only in MPRPD sponsored community events. MPRPD missed out on community outreach events traditionally participated in, such as the Pacific Grove Good Old Days, Carmel Valley Fiesta Days, West End Celebration, Earth Day and others. Also, staff produced only one *Let's Go Outdoors!* activities guide. The acquisition of the former Rancho Cañada Golf Club vastly opened opportunities to outreach and educate a broader, more diverse audience. Staff is

committed to the development of Palo Corona Regional Park interpretive plan, enhancement of Garland Ranch Regional Park Visitor Center, expansion of school/group programs and stewardship activities.

The EECO Division respectfully requests that the Board approve the revised February 2019 Environmental Education Specialist job statement and consider approving increased funds in account 6304-Seasonal/Contract Staff in the mid-year amendments to the Fiscal Year 2018-19 budget to hire seasonal, contract staff.

ATTACHMENT:

1. [Revised Environmental Education Specialist Job Description](#)