



MONTEREY PENINSULA REGIONAL PARK DISTRICT
60 GARDEN COURT SUITE 325, MONTEREY, CA 93940

POSITION GUIDELINES

Environmental Education Specialist – Camp Programs

February 2008

DEFINITION

Under general supervision from the Environmental Education Supervisor, the Environmental Education Specialist will manage Nature camp programs and events while promoting The Park District mission; coordinate environmental education programs for the general public; assist in community outreach events; and perform a variety of duties in support of the Environmental Education Programs.

EXAMPLES OF KEY RESPONSIBILITIES AND DUTIES

- Coordinate and staff the district's Nature Camp: including residential and overnight camps, weekend programs, and Program curriculum support
- Promote awareness and appreciation for nature, wildlife, conservation, ecology, and habitat protection through development and execution of education and outreach programs and activities
- Assist with the MPRPD Activities Guide courses and workshops
- Identify, report on, and recommend collaborative school environmental science and humanities program development opportunities
- Collect and develop environmental science and humanities education program resources
- Develop education and outreach programs in conjunction with community organizations and events;
- Assist in the development of environmental education content for the District website
- Assist with supervision of volunteers as needed
- Perform other related duties as required

QUALIFICATIONS

Knowledge of:

- Regional natural and cultural history, including the native fauna, flora, geology, and ethno-history
- Cycles and processes of regional ecological systems
- State natural science primary school curriculum
- Practices and techniques for making effective presentations and community outreach
- Applicable park policies, codes, and regulations

Ability to:

- Ability to organize and coordinate programs for K-12 students;
- Work independently and as a strong team player while managing many projects simultaneously;
- Communicate clearly and concisely, both orally and in writing;
- Effectively employ diplomacy, creativity, and initiative in performing all functions of the job
- Exercise good organizational, research, oral and writing skills.
- Make effective presentations in the classroom and other venues
- Ability to plan, organize, and supervise the work of others and to conduct evaluations of students and volunteers
- Effectively use computers and other office related technology
- Work non-regular hours including weekends and holidays
- Bilingual skills a plus

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience:

Equivalent to a Bachelors degree from an accredited college or university with major course work in Parks and Recreation, Natural Science, Natural Resources Management, Environmental Studies, and Biology, or a closely related field *or* 2 years of responsible experience as a environmental science teacher or teachers aid, Park Interpreter, or other responsible position working with schools or the public in an educational/interpretive capacity. Prior public sector work experience is desirable.

License or Certificate:

Possess, and continue to possess during employment, a valid Class C California Driver's License. Proof of satisfactory driving record and insurance coverage are required. Ability to obtain a valid Class B Commercial Driver's License. A Standard CPR card and a Standard First Aid card (or ability to obtain is required).

Wages and Benefits:

A complete description of compensation and benefits is at the District's administrative office.

Monterey Peninsula Regional Park District is an Equal Opportunity Employer. Applicants with disabilities may request reasonable accommodation by contacting the District.