



## MONTEREY PENINSULA REGIONAL PARK DISTRICT

### *Accepting Applications for the Position of:* **ENVIRONMENTAL EDUCATION SPECIALIST**

<b>SALARY:</b>	\$19.30/hour
<b>EMPLOYMENT TYPE:</b>	Part-time (up to 18 hours per week, up to 1,000 hours per fiscal year)
<b>DIVISION:</b>	Environmental Education and Community Outreach
<b>OPENING DATE:</b>	November 22, 2021
<b>CLOSING DATE:</b>	Open Until Filled

#### MONTEREY PENINSULA REGIONAL PARK DISTRICT

The Monterey Peninsula Regional Park District (MPRPD) is a public agency supported by local property taxes. Its purpose is to acquire scenic and unique open space lands for public use and enjoyment. MPRPD boundaries include the cities of Marina, Seaside, Sand City, Del Rey Oaks, Monterey, Pacific Grove, Carmel, and the unincorporated areas of the former Fort Ord, Pebble Beach, Carmel Valley, and Big Sur. MPRPD represents 130,000 residents and manages or helped to protect nearly 14,000 acres.

#### REPORTS TO

Environmental Education Supervisor

#### JOB OVERVIEW

Provide support to educational programs and events while promoting the MPRPD mission. The Environmental Education Specialist (EES) must employ their interpretive, outreach and administrative skills to perform a variety of duties in support of the Environmental Education and Community Outreach division.

##### Interpretation and Education

- Design, coordinate and conduct interpretive programs highlighting the area's natural, cultural, and historical features that appeal to all age groups and populations.
- Perform daily operations at MPRPD Visitor/Discovery Centers and coordinate facility operations which include: greeting the public, answering the phone, stocking brochures, and otherwise assisting the public while they are in the Centers.
- Respond to information and assistance requests.
- Utilize computer skills including data entry and software management.
- Contribute to preparation of reports and publications including exhibits, brochures, flyers, monthly/annual reports, and advertising copy.

##### Community Outreach

- Assist with the development of the MPRPD Activities Guide (Let's Go Outdoors!) programs and production (copying, editing, marketing).
- Assist with the development and management of environmental education content for the MPRPD website and monitor and maintain MPRPD social media outlets.
- Organize MPRPD participating in local community events including staffing, design, setup and take down.

### **Volunteer Services/Stewardship**

- Contribute to the coordination of volunteer training, scheduling, and volunteer recognition programs.
- Assist with the coordination of various MPRPD volunteer programs including: arboretum maintenance, stewardship projects, community outreach, and special projects.
- Work with volunteers on the exhibit floor.
- Perform other duties, as required.

### **QUALIFICATIONS**

The successful candidate will possess any combination of the education, training, and work experience that provides the required knowledge and abilities. Typical qualifying education and experience might include:

- Equivalent to an Associate's degree from an accredited college or university with major course work in Parks and Recreation, Natural Science, Natural Resources Management, Environmental Studies, Biology, or a closely related field.
- Two years of responsible experience in public education, interpretation, community outreach, or other position working with schools or the public in an educational/interpretive capacity.
- Prior public sector work is desirable.
- Possession of and the ability to maintain a Class C California driver license is required.
- Possession of, or the ability to obtain a Passenger-Endorsed (Class B) Commercial Driver License.
- Possession of, or the ability to obtain a First Aid/AED/CPR certification.

### **KNOWLEDGE OF**

- Principles, methods, and techniques of interpretation.
- Regional natural and cultural history, including the native fauna, flora, geology, and ethno-history of MPRPD parkland and Monterey County.
- Practices and techniques used in effective written and oral presentations including public speaking, group presentations and community outreach activities.
- Techniques for providing a high-level customer service to the public, volunteers, partners, and MPRPD staff.
- Public information methods and practices including advertising and marketing techniques.
- Computer applications, including Microsoft 365 suite and graphic design programs.
- Basic office skills including business letter writing, report preparation techniques, principles and procedures of recordkeeping, mathematical principles, and the use of standard office equipment.

### **ABILITY TO**

- Plan, research, organize, coordinate, and implement a variety of interpretive and education activities, events, and programs.
- Employ sound judgment, organizational and administrative skills.
- Practice clear and concise verbal and written communication skills.

- Convey knowledge to the public by means of interpretive programs.
- Effectively employ diplomacy, creativity, and initiative in performing all functions of the job.
- Lift up to forty (40) pounds.
- Work flexible schedule: weekends, evenings, and overnight, as needed.

## BENEFITS

Vacation, Sick, and Holiday leave benefits

## APPLICATION PROCESS

A fully completed MPRPD employment application is required. A DMV driver license record printout is also required. Resumes submitted in lieu of an application, will NOT be accepted. **Incomplete application packets, or those received after the closing date will NOT be considered.**

Application process will include evaluation of initial screening of the MPRPD application and a virtual panel interview with selected candidates. A limited number of applicants who most clearly meet the needs of this seasonal position in terms of training, experience, education, and other job-related characteristics will be invited to participate in the interview process.

Final candidates will undergo background check, medical, and drug screening, as detailed in the application.

## TO APPLY

The employment application can be downloaded at: <https://www.mprpd.org/employment-opportunities>. MPRPD offices are currently closed due to COVID-19, so paper documents will not be available or accepted.

Return completed applications to: Administrative Services Manager Shuran Parker, at [jobs@mprpd.org](mailto:jobs@mprpd.org)

In accordance with Federal law, MPRPD will hire only individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

## MPRPD IS AN EQUAL OPPORTUNITY EMPLOYER

**NOTICE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED HEREIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**



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