

## COMPENSATION

### Salary:

- \$18.11/hour
- Sick and Vacation time off are available

## APPLICATION PROCESS

A fully completed MPRPD employment Application is required. **A DMV driver's license records printout is also required.** Resumes may also be submitted along with the completed application form.

Application process will include evaluation and initial screening of the standard Monterey Peninsula Regional Park District application and a panel interview with selected candidates.

A limited number of applicants who most clearly show that they meet the needs of this seasonal position in terms of training, experience, education and other job related characteristics may be invited to participate in the interview process.

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



## TO APPLY

Application forms can be downloaded at [www.mprpd.org/employment-opportunities](http://www.mprpd.org/employment-opportunities).

To have an application form sent to you, contact Ms. Jackie Nelson at: (831) 372-3196 x109.

**Return completed applications to:**  
Monterey Peninsula Regional Park District c/o  
Shuran Parker,  
Administrative Services Manager  
P.O. Box 223340  
Carmel, CA 93922, or  
Email: [jobs@mprpd.org](mailto:jobs@mprpd.org)

**CLOSING DATE: 9/23/2019**

In accordance with Federal law, the 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**

# MONTEREY PENINSULA REGIONAL PARK DISTRICT

invites you to apply for the

## Environmental Education Specialist

**Part-Time  
~20 Hours per Week**



P.O. Box 223340  
Carmel, CA 93922  
tel. (831) 372-3196  
fax (831) 372-3197  
website: [www.mprpd.org](http://www.mprpd.org)  
email: [jobs@mprpd.org](mailto:jobs@mprpd.org)

## **MPRPD**

The Monterey Peninsula Regional Park District (MPRPD) is a public agency supported by local property taxes and state and federal grants. 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, and Carmel and the unincorporated areas of Fort Ord, Pebble Beach, Carmel Valley, and Big Sur. MPRPD represents 130,000 residents and manages or helped to protect almost 14,000 acres.

### **THE POSITION**

Under direct supervision from the Environmental Education Supervisor, the Environmental Education Specialist (EES) will provide support to educational programs and events while promoting the MPRPD mission.

The 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 (EECO) programs.

#### **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 visitor centers.
- Respond to information and assistance 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.
- Work weekends and evenings as needed.

- Perform other duties as required.

#### **Volunteer Services/Stewardship**

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

#### **Community Outreach**

- Assist with the development of the MPRPD Activities Guide (*Let's Go Outdoors!*) programs and production (copying/editing, writing 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 participation in local community events including staffing, design, setup and take down.

#### **The successful candidate will possess:**

Any combination of 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 Class C California Driver License is required.
- Passenger-Endorsed Commercial Driver License is preferred.
- 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 parklands 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 of customer service to the public, volunteers, partners, and MPRPD staff.
- Public information methods and practices including advertising and marketing techniques.
- Computer applications, including Microsoft Office 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 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.