



MONTEREY PENINSULA REGIONAL PARK DISTRICT

Preserving & Protecting Parks and Open Space

ENVIRONMENTAL EDUCATION COORDINATOR-PROGRAMS

This is a full-time (contract basis) position.

MONTEREY PENINSULA REGIONAL PARK DISTRICT

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 nearly 14,000 acres.

REPORTS TO

Environmental Education Supervisor

JOB OVERVIEW

Develop and manage the education programs and events while promoting the MPRPD mission. The Environmental Education Coordinator-Program (EEC-P) 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

- Develop, implement, and manage District-wide environmental education programs including curriculum formation.
- Coordinate and present education and interpretive programs, workshops, tours, and hikes.
- Conceive and implement exhibit design and signage using current technologies.
- Create and maintain interpretive materials for exhibits, "self-guided" trail kiosks, displays, brochures and other interpretive resources.
- Contribute to preparation of reports and publications including budget, flyers, monthly/annual reports, and advertising copy.
- Participate in the development of interpretive planning processes.
- Secure funding opportunities (seek grants).

Community Outreach

- Oversee the MPRPD Activities Guide (Let's Go Outdoors!) programs and production (copying/editing, marketing).
- Perform daily operations at MPRPD Visitor/Discovery centers and coordinate facility operations which include greeting the public, answering the phone, stocking brochures, assisting the public and general maintenance.
- 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.

Volunteer Services/Stewardship

- Contribute to the coordination of volunteer training, scheduling, and volunteer recognition programs.
- Coordinate a variety of MPRPD stewardship and Volunteer programs including, arboretum maintenance, stewardship and natural resource-based activities, and special projects.
- Work with volunteers on the exhibit floor.
- Perform other duties as required.

QUALIFICATIONS

Any combination of education, training and work experience that provides the required knowledge and abilities. Typical qualifying education and experience might include:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in Parks and Recreation, Natural Science, Environmental Studies, Biology, Education, Museum Studies, 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.
- 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 AND ABILITIES

- Regional natural and cultural history, including the native fauna, flora, geology, and ethno-history Monterey County.
- Methods used in effective written and oral presentations, 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.
- State of California's curriculum standards for K-12 grades.
- Public information methods and practices including advertising and marketing techniques.
- Computer applications, including Microsoft Office Suite, graphic design, data entry and software management.
- 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.
- Ability to lift 40 pounds.
- Work flexible schedule: weekends, evenings and overnight, as needed.

COMPENSATION & BENEFITS

\$30.67/hour

Medical, Dental, Vision, Life insurance

Vacation, Sick, and other paid leave

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. **Incomplete application packets, or those received after the closing date will NOT be considered.**

Application process will include evaluation and initial screening of the standard Monterey Peninsula Regional Park District application and a virtual 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 will 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. MPRPD offices are currently closed due to COVID-19, so paper documents will not be available or accepted.

Return completed applications to: Monterey Peninsula Regional Park District c/o Shuran Parker, Administrative Services Manager Email: jobs@mprpd.org.

CLOSING DATE: 11/30/20 at 3:00 pm

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



MPRPD

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