

ENVIRONMENTAL EDUCATION COORDINATOR

SUMMARY: Under limited supervision, coordinates, develops and provides quality environmental education programs at Grassy Waters Preserve. The Environmental Education Coordinator will work collaboratively with the Watershed Manager to promote understanding and stewardship of the watershed. This position is responsible for promoting and coordinating environmental education opportunities through workshops, school programs, seminars and public outreach programs designed to promote a public understanding of the value and importance of watershed, environmental habitats, water conservation and sustainability programs.

ESSENTIAL FUNCTIONS (Essential functions, as defined under the American Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics, *This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by the incumbents of this class.*)

DUTIES AND RESPONSIBILITIES:(which are not in hierarchal order)

1. Prepare, presents, and promotes environmental education programs for schools, the general public and outside agencies.
2. Using appropriate software, develops brochures, signage, maps, program announcements, and other graphic material for print.
3. Develops and implements strategic plans for operation of the Nature Center and associated Trailways, including marketing, communications, and work planning.
4. Prepares, administers and monitors annual program budget and the writing and submittal of grant applications related to the Nature Center and environmental programming.
5. Assist with the recruitment, training and supervision of volunteers, interns, summer students, and part-time educators.
6. Attends related board and community meetings to promote environmental education, water conservation and sustainability and the City of West Palm Beach programs.
7. Develop and present teacher workshops focused on watershed education, water conservation and sustainability programs and community outreach programs, seminars and workshops.
8. Designs, constructs, and maintains educational displays and exhibits.
9. Coordinate volunteers for Watershed Division natural resource restoration projects including native plantings and invasive plant removal.
10. Plan and collaborate appropriate public and private organizations to further the mission and goals of Public Utilities and the City.
11. Performs light maintenance of the Center facility including cleaning and presentation equipment and accommodation set-ups.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and experience in Florida wetlands ecology.
 - Knowledge of Florida natural plants and animals.
 - Knowledge in environmental education to the public and schools.
 - Knowledge in the development and implementation of environmental education programs.
 - Knowledge of wetlands environmental programs.
 - Skill in supervising, training, directing, and evaluating professional and technical volunteers and interns.
 - Skill in completing complex, analytical assignments.
 - Skill in analyzing problems accurately.
 - Ability to interact well with others.
 - Ability to communicate effectively, both orally and in writing.
 - Ability to teach and interpret for a variety of audiences.
 - Ability to work flexible hours including evenings and weekends.
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- Proven experience leading groups and a commitment to teamwork

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- Ability to teach and interpret for a variety of audiences.
- Excellent communication, organizational, and computer skills.
- Proficient with canoe and kayak paddle skills and rescue techniques. High level of comfort in and around bodies of water.
- Ability to establish and maintain effective working relationships with other City departments and outside agencies.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate to heavy work in an indoor/outdoor setting. There is frequent need to stand, stoop, walk, sit, lift objects (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college in the natural sciences, environmental studies, education, or related field. Three years of experience in an environmentally oriented setting, or an equivalent combination of training and experience. Experience in developing and organizing public awareness campaigns on environmental issues. and in the development, implementation and evaluation of environmental education curriculum, highly desirable. First Aid and CPR trained, highly desirable.

A valid Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.