

ENVIRONMENTAL EDUCATION SUPERVISOR

SUMMARY: Under limited supervision, oversees the preservation, protection, operation, program development and property management of the Nature Center in the City of West Palm Beach, Public Utilities Department. Coordinates and implements cultural and natural resource management; development of research initiatives; interpretation and education; special events; community outreach; volunteer development and coordination of partnerships; responsible for the functional and direct operation, maintenance and program planning of the Center and other Preserve activities. Performs additional duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with 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 incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: (Which are **not** in any hierarchical order)

1. Develops, plans, organizes, implements, evaluates and oversees educational programs, activities and exhibits at the Nature Center, including comprehensive educational, interpretive and volunteer programs
2. Responsible for overseeing the ongoing restoration and maintenance functions of the Nature Center and facilities, and makes recommendations for site enhancements
3. Monitors and manages the ecosystem to ensure natural balance including taking inventory of animal and plant life
4. Plans and directs the work of staff including training, assigning work, planning and reviewing work, evaluating work performance and completing performance evaluations, selecting new employees, acting on employee problems and recommending employee discipline
5. Develops and implements strategies to promote public access and awareness of the Nature Center and Preserve programs and activities
6. Interfaces with a variety of community groups, volunteers, City employees, members of the media, the public and other agencies
7. Promotes interest in the study and appreciation of nature and conservation through preparation of exhibits, articles, and publicity releases and through giving or arranging for nature tours or talks
8. Prepares annual operating budget for the Center, reviews expenditures from the budget and monitors budget status;
9. Performs liaison functions with local schools, community colleges and universities regarding program and activity planning, educational opportunities, and research projects
10. Oversees quality and work performance of contractors and vendors
11. Prepares a variety of written reports, proposals, and other programmatic materials
12. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of: Nature Center management principles; wildlife resource protection and enhancement; interpretive design and development theory; biological and ecological principles
- Knowledge of public relations and techniques on developing beneficial relationships and promotional partnerships with volunteer groups and other outside agencies and organizations
- Proven ability to effectively lead and motivate staff and volunteers to maintain morale and productivity
- Ability to establish and maintain effective relationships with City employees, volunteers, community groups, members of the media, the public, and other agencies
- Ability to identify site planning and operation needs in the areas of exhibits, program development
- Skill in evaluating customer service needs both internally and externally
- Applied understanding of the principles of environmental education and interpretation
- Proficient in ability to apply varied teaching techniques to educate and interact with the public
- Skilled in the use of canoes and kayaks with high level of comfort in and around bodies of water
- Ability to work flexible schedule including nights and weekends

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- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed concentration in a modified office environment. Incumbent will also work in outdoor conditions and while performing the duties of this job requiring light to moderate lifting, and walking. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Biology, Ecology, Natural Science, Education, or a closely related field, and five (5) years of experience in the management of a nature center, nature park or nature preserve including experience and knowledge in natural resource management with emphasis on wetland restoration, or any equivalent combination of training and experience. First Aid and CPR trained or have willingness to get certified.

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.