

Piedmont Soil and Water Conservation District
100B Dominion Drive
Farmville, VA 23901

Education Coordinator (Part time)

PURPOSE This position assists in carrying out the objectives in the District's Strategic Plan and Annual Plan of work. This position performs the development and implementation of the District's education programming.

QUALIFICATIONS

- Effective oral and written communication.
- Ability to effectively use Microsoft Office software (Word, Publisher, Excel, Power point).
- Ability to interpret and apply policies and procedures.
- Ability to work independently, schedule time efficiently and employ organizational skills.
- Ability to establish and maintain effective working relationships.
- Ability to meet the public effectively.
- Ability to interpret VA Standards of Learning and develop classroom instruction relevant to natural resource conservation principles.
- Ability to pass security background investigation.
- Must have a valid driver's license with good driving record to be verified by DMV. Must be willing to provide own transportation on the job if District vehicles are not available.
- Must have interpersonal skills in establishing and maintaining effective working relationships with staff, directors, partners, government agencies and a diverse audience of stakeholders in the district.
- Physical ability to perform tasks involving frequent walking over difficult terrain, lifting and carrying moderate weight (25#), and exposure to adverse weather conditions. Job tasks require mental, auditory and visual acuity.

DUTIES

1. Coordinate and deliver the District's Youth Conservation Education programs - Natural Resource K-12 classroom programs, Youth Conservation Camp, Envirothon, Poster Contest, and Educational Scholarship.
2. Develop and implement educational programs for youth and adult that address natural resource conservation and non-point source pollution.
3. Coordinate teacher workshops on natural resource curriculum, such as Project WET, WILD, LEARNING TREE AND WOW.
4. Prepare quarterly educational newsletter for educators.
5. Coordinate the District's awards program.
6. Assist in District and other agency sponsored education programs.
7. Assist in the preparation and administration of grants to support educational projects.
8. Participate in the development of presentations or demonstrations to farmers, schools, civic organizations and other groups interested in non-point source pollution. Assist in carrying out the information and education programs of the District to include constructing exhibits; preparing news stories and radio announcements.
9. Maintain and organize materials, supplies, displays, exhibits and outreach materials.
10. Attend and participate in training sessions, area and state meetings of the VASCWD, and other relevant training/meetings that will enhance job performance as authorized by District Manager or Board.
11. Perform office functions such as answering phones, greeting visitors and assisting clients.
12. Perform other general duties as assigned by District Manager and Board of Directors as they relate to the position.

SUPERVISION

This position is under the administrative supervision of the Piedmont Soil & Water Conservation District Board of Directors, but receives day-to-day supervision from the District Manager. The incumbent of this position does not supervise other employees.

PERFORMANCE

The performance of each duty in this position will be evaluated against the requirements developed for the position. Performance evaluation schedule will be determined by the Personnel Committee. The SWCD Board of Directors establishes priorities and is responsible for the hiring and termination of this employee. The performance rating is an overall evaluation of the performance in the judgment of the supervisor. It will be the basis for any merit pay increases granted by the district board.

EDUCATION

Education, environmental, natural resources, agricultural or related college degree or combination of education and experience.

SALARY

Hourly commensurate with experience.