

## Jobny Appraised Metropolitan Park District

### Environmental Education Supervisor Position Description (Full-Time, Hourly, Non-Exempt)

#### Qualification

Under the supervision of the Deputy Director and/or Director, the Environmental Education Supervisor is a management position that will lead in the day-to-day operations of the environmental education and cultural services department. The Environmental Education Supervisor will provide direction for the educational and interpretive staff, including its services, programs, and facilities.

#### Essential Duties

- 1] Develops and conducts environmental and cultural interpretive programs for the public and groups regarding programs.
- 2] Maintains professional working relationships with staff, volunteers, and other agency personnel.
- 3] Prepares brochures, displays, and written documents as needed.
- 4] Develops and maintains a curriculum for school programs that is in accordance with current state standards.
- 5] Coordinates, along with volunteer coordinator, research and monitoring of insects, birds, reptiles, amphibians, etc. as needed and requested.
- 6] Coordinates the care of live animals in the Park District's possession (includes following all state and federal law in regards to collection, feedings, record keeping, and permits).
- 7] Prepares and submits department work schedules, assignments, and reports (includes updating the Outlook Calendar weekly).
- 8] Knowledge of modern office equipment including Computers, Internet, GPS, Microsoft Office (Word, Excel, PowerPoint, etc.)
- 9] Interviews and recommends seasonal/part-time staff positions.
- 10] Responds to news media in a professional manner regarding inquiries and interviews.
- 11] Evaluates subordinates, programs, and services to determine effectiveness and implements changes accordingly.
- 12] Coordinates with Land Steward, Maintenance, and Volunteer coordinator to ensure efficient collaboration between departments.
- 13] Plan, develop, and implement community outreach programs in village parks and at special events throughout Alton County.
- 14] Understands and follows the employee guide, sets a high example for subordinates, and implements disciplinary actions when necessary.
- 15] Other related tasks and duties as assigned by the Deputy Director and/or the Director.

