

Johnny Appleseed Metropolitan Park District

Environmental Education Supervisor Position Description

(Full-Time, Hourly, Non-Exempt)

Classification

Under the supervision of the Deputy Director and/or Director, the Environmental Education Supervisor is a management position that will deal 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.

Illustrative Duties

- 1) Develops and conducts environmental and cultural interpretive programs for the public and groups requesting programs
- 2) Maintain 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 retention timeframes, record keeping, and permits)
- 7) Prepares and submits departments 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 Allen 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



Qualifications

- 1) Minimum of a Bachelor's Degree in natural resources, conservation, education, or a related field
- 2) Ability to build and maintain effective working relationships with Park District employees, volunteers, administration, and the public
- 3) Excellent organization, communication (written and verbal) skills
- 4) Ability to effectively plan programs/events assuring the necessary personnel, volunteers, equipment, supplies, and sites are met
- 5) Five years prior experience (preferred) supervising full-time interpretive staff and successful creation of environmental and cultural programs

Special Requirements

- 1) Any combination of training and experiences which indicates possession of the necessary education, knowledge, skills, and abilities listed above
- 2) Possession of a valid Ohio driver's license with a good driving record and the ability to pass a criminal background check
- 3) Vacation time will be restricted to a maximum of two consecutive regularly scheduled work days during the peak school group time of April 15 through June 1, and September 15 through October 31

