

Conservation Education Specialist
Boone County Conservation District
As of August 30, 2017

Overview

The Boone County Conservation District is one of 121 Conservation Districts in Kentucky. Kentucky Conservation Districts are political subdivisions of state government but are not state agencies. Conservation Districts are local units of government that work within county boundaries and are charged with carrying out programs for the conservation, use and development of soil, water, and other natural resources.

Conservation Districts are the primary entities to provide assistance to private landowners and land users in the conservation, sustainment, improvement and enhancement of Kentucky's natural resources. They are catalysts for coordinating and implementing conservation programs, channeling expertise from all levels of government and the community into action at the local level. Programs are non-regulatory, science based technical assistance, incentive based financial programs and informational and education programs.

Position Purpose

Under minimum supervision of the Education Committee, the Conservation Education Specialist will support the success and growth of education programs of the Boone County Conservation District through participation in all facets of education and interpretative programming. Direction and supervision will be provided through regular and special meetings, conferences, and oral or written instructions. The employee is directly responsible to the Board of Supervisors and shall be subject to the direction of the Board and is expected to work with the Natural Resources Conservation Service (NRCS) staff through the districts' Memorandum of Understanding.

Regular Work Hours

24 hours per week, not to exceed 29 hours per week.
(Occasional weekend or evening hours could be required for various district projects for example: Farm Tour, county fair, kids camp, etc.)

Responsibilities and Tasks

This position will:

Education

- Be responsible for the development, enhancement and implementation of BCCD education and interpretive programs for K-16 students and adult audiences.
- Deliver education programs at local schools, organizations, civic meetings and other groups.
- Collaborate with K-12 teachers to assist in developing, delivering and evaluating K-12 curriculum.
- Organize and run the Conservation Kids Camp to bring awareness of soils, water quality, forest

ecology, and wildlife conservation to the school age children of Boone County.

- Work with and assist in mentoring education camp counselors, volunteers and interns related to educational activities and programs.
- Promote conservation by providing assistance to schools and parks in developing conservation education programs, classes, and facilities such as outdoor classrooms.
- Monitor key performance metrics and analytics to measure the success of educational efforts.

Development

- Develop our ability to engage and inform the citizens of Boone County about natural resource issues through efficient use of social media outlets.
- Develop new programs and proposals for consideration by the District Board.
- Assist other BCCD staff with:
 - The development and announcement of field days, workshops and other educational events and programs.
 - Contributing articles about BCCD programs to What's Happening and other appropriate venues.
 - Preparing a draft annual plan of work for a proposed budget for the District Board, and assist with periodic (five year) revision.
- Ensure the safety and well-being of all guests during all education programs.
- Seek out and develop grant proposals to meet identified conservation needs.

Public Relations

- Develop relationships with area media and invite representatives to District functions.
- Seek opportunities to present information and conservation programs to public bodies, civic organizations, schools, and clubs.
- Promote conservation education in schools by providing or assisting with workshops to train teachers in conservation education, classes for students, and participating in special events such as career days.
- Assist Northern Kentucky University Center for Environmental Education and emerging NKU programs that promote conservation education and district goals.
- Plan, construct, install, operate, and/or secure conservation exhibits.
- Assist in writing, editing, and preparing the Conservation District newsletter and Conservation District brochures, news releases, and other public information and education tools.
- Assist in maintenance of District Web site, Facebook page, and other outlets.

Representation

- Represent the District at meetings of local, state, and federal agencies where soil, water, and related natural resource problems are discussed, as directed by the Board.
- Meet with county and other local officials and legislators concerning District programs as directed by the Board.
- Prepare reviews, comments, and other documents regarding issues of concern to the District Board, subject to the approval of the District Board and NRCS where applicable.
- Coordinate District involvement and assistance in a variety of programs and activities with NRCS staff and other agencies in KY and local states.

Assist other staff with:

- Maintain equipment and facilities used by the education department.
- Continue direct involvement with the **Boone County Fiscal Court, Boone County Parks, Boone County Planning Commission** and other local, state, and federal agencies, such as NRCS, to inform them of local natural resource issues and promote the best uses and protection of our natural resources.
- Engage and communicate with local legislators and community leaders effectively.
- Review and update publicity materials including web site, pamphlets, brochures and other educational materials.
- Maintain a current inventory of the natural resources and conservation needs of the Districts. Maintain training and understanding of such resources.
- Develop and maintain knowledge of legislation governing the Districts and programs available through the Conservation Districts, NRCS, and related agencies.
- Other duties as assigned.

Minimum Qualification Requirements Qualified candidates will have the following:

- College Degree (BS or BA) in Biology, education, life sciences, or related field and previous experience designing and delivering education programs for diverse audiences.
- Knowledge of domestic and international conservation issues.
- Passion for local conservation, a genuine appreciation for natural resource conservation, and a desire to learn and to educate students and guests.
- Excellent verbal and written communication skills.
- Must be creative, flexible, and organized.
- A flexible approach to daily responsibilities and possess a positive approach to a team environment.
- Ability to work weekends, evenings, and occasional overnights.
- CPR, First Aid, and AED adult and pediatric certification, or Lifeguard certification is a plus.
- Must hold a valid driver's license.
- Typical work weeks are hours during Monday - Friday, 8:00 a.m. - 4:30 p.m. with occasional weekend, evening work required. During the summer, weekend and overnight work may be required.
- Candidates must be able to lift 50 lbs. without difficulty, work in adverse weather conditions, and remain on their feet for long periods of time.

Part Time

How to Apply:

All candidates will submit a resume/CV and a list of 3 professional reference's contact information. Applications will be accepted until September 15, 2017. Please send application materials to sheryl.vonbokern@ky.nacdnet.net with the subject line: Conservation Education Specialist.