

POSITION VACANCY

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED
BEGINNING DECEMBER 19, 2022 AND POSTED UNTIL POSITION IS FILLED.**

On-line: <https://www.co.wayne.in.us/web/jobs/index.php>

JOB TITLE: Part-time Conservation Education Coord. #13480
Date Posted: December 19, 2022
Department: Soil and Water
Hours: Up to 29 hrs. per week
Salary: \$16.26/per hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified interns and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Part-time Conservation Education Coordinator and will assist the Conservation Education Coordinator with a variety of tasks and opportunities associated with education and outreach to the public for the four agencies. Through an Interlocal agreement with Wayne County Government, there are four agencies that support the Conservation Education Coordinator: Wayne County Soil and Water Conservation District (SWCD), WUR SWMD (Solid Waste Management District serving Wayne and Union Counties), Richmond Sanitary District/City of Richmond, and Union County SWCD. Incumbent reports directly to the Education Conservation Coordinator.

I. DUTIES:

Assist with preparations and help with upcoming events.

Update contacts and booklet containing information on local recycling and proper disposal.

Attend/participate in meetings as requested.

Assist with reports and data collection.

Research and write articles and public service announcements.

Assists with educational programs.

Performs other related duties as assigned.

II. JOB REQUIREMENTS:

Basic understanding of education, natural resources, and conservation.

Proficient technology skills in Microsoft Office (Word, Excel, Publisher, PowerPoint)
Print Shop.

Required background check for e-mail and internet access.

Proficient in internet search/research.

Working knowledge of standard English grammar, spelling and punctuation, and ability to assist with preparation of written reports.

Ability to properly operate a variety of standard office equipment, including telephone, computer, calculator, and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other interlocal entities, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to coordinate and compile data, make determinations, and present findings in oral or written form.

Ability to file, post, mail materials, and maintain accurate records as required.

Ability to understand, memorize, retain, and follow oral or written instructions.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Possession of a valid driver's license and demonstrated safe driving record.

Criminal background check including pre-employment drug testing and past employment verifications.

III. PROJECTS:

- Assists with educational programs:
 - Conservation Days and AG Day for elementary students
 - Indiana Envirothon for high school students
 - Workshops and Field Days
 - Storm Drain Marking projects with groups
- Booths and displays for local events and fairs
- Updating Recycle and Disposal Guide
- Updating webpages as needed
- Assisting with monthly and annual reports

- Writes public service announcements and news releases
- Assists with fall and spring fundraisers
- Attends meetings
- Assists with grant writing and reports
- Other opportunities:
 - Learn and/or help with Wayne County SWCD Technician and/or Watershed Coordinator projects/field visits.
 - Visit/Learn about Richmond Sanitary District's stormwater projects, wastewater treatment plant, and landfill operations.
 - Learn and/or help with WUR SWMD drop-off locations and contractors
 - Learn and/or help with Union County SWCD activities
 - Learn and/or help with our partners and related projects/events.

IV. DIFFICULTY OF WORK:

Incumbent performs duties which are broad in scope and call for consideration of many variables in preparing and implementing natural resource programs and education. Majority of duties are performed within clear and well-defined guidelines using a variety of methods or procedures.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs some of duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, close and far vision, depth perception, handling/grasping/fingering objects, hearing sounds/communication and speaking clearly. Work outside of the office environment will also be performed including but not limited to walking on uneven ground, taking water samples from water bodies, sampling for macro invertebrates, storm drain marking and other duties in a variety of environments and weather conditions.

VI. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and community leaders, elected officials, media, and the public for the purpose of exchanging information.

**APPLY AT: Human Resource Office
Wayne County Government
401 West Main Street
Richmond, IN 47374**

On-Line: <https://www.co.wayne.in.us/web/jobs/index.php>

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