

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: CONSERVATION DISTRICT EDUCATOR

TITLE #: 1794

DISTINGUISHING FEATURES OF THE CLASS: The work involves the development, coordination, and implementation of the Soil and Water Conservation District's conservation education program. The incumbent is responsible to review and identify conservation education opportunities; set goals and objectives for the program; develop potential educational activities to meet the goals and objectives; prioritize alternatives; implement specific program and evaluate when completed. Work is performed under the supervision of the Conservation District Manager. The incumbent is responsible for further extending the conservation education program to the public. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, organizes, and delivers conservation education program and activities to Orange County residents, primarily youth; May also develop and deliver special education programs to further foster and support conservation;

Researches and develops new conservation education techniques and activities; Updates and revises curriculum as needed;

Develops methods for identifying new conservation education opportunities;

Prepares and maintains annual education program reports, appropriate reports for securing grants, monthly education reports for the Board of Directors, and a daily log of activities;

Plans and administers programs for annual Conservation Field Days;

Meets with local teachers/administrators in order to coordinate conservation education program in meeting New York State Standards;

Along with Conservation District Manager, secures adequate resources, teaching materials, and available funding for the conservation education program; In the event of insufficient funding, resources, and/or materials, efforts will reside in various fundraising activities;

Assists other district personnel as needed, i.e. field work and office activities;

Writes and publishes Teacher's Newsletter, which is devoted to conservation education; writes and submits media releases for local newspapers, television and radio stations, and various newsletters, informing Orange County residents about the conservation education program;

May assist in coordinating watershed management initiatives, including the development of management plans and the implementation of water quality protection and improvement projects;

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May serve as the local coordinator for the annual Envirothon Program, and may assist with the planning and administration of the Hudson Valley Regional Envirothon Program;

May plan and administer the district's annual 'Greening the Orange' youth planting program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of natural resource conservation; good knowledge of the educational process and how to apply it to natural resource conservation practices; good knowledge of the principles and practices of public relations; ability to plan, organize and administer conservation education program; ability to establish and maintain effective working relationships with schools, conservation groups, and community; ability to communicate effectively both orally and in writing; ability to interpret maps, photos, and related natural resource materials; ability to relate programming results to funding sources; ability to relate well to the media; ability to speak to various groups about conservation education programs; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. **Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Environmental Science, Agricultural Science, Agronomy, or related field and one (1) year of professional level work experience in developing or implementing conservation education program; OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, and two (2) years of professional level work experience in developing or implementing conservation education program; OR
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, and four (4) years of professional or paraprofessional level work experience, two (2) years of which must have been professional level work experience in developing or implementing conservation education program.

JURISDICTIONAL CLASS: Competitive

ADOPTED: 1/30/01 MS

REVISED: 1/29/03 ms

REVISED: 4/11/03 ms