

## POSITION DESCRIPTION FOR JOB POSTING

**Position Number:** 50662449

**Description Activated On:** 1/30/2023 1:23:12 PM

**Position Purpose:** Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

This position is responsible for the implementation of environmental education, environmental interpretation, information services, and public relations at the Big Elk Creek State Park, which also includes White Clay Creek Preserve.

In accordance with Act 153 of 2014, the employee in this position is required to complete Child Abuse, Criminal, and Federal Criminal history checks prior to hire, and every five (5) years thereafter.

**Description of Duties:** Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

Work includes, but is not limited to: Planning, and writing lesson plans, and scheduling activities. Development, implementation, presentation, and evaluation of environmental education, interpretive and special event programs. Work involves facilitating environmental education and interpretive activities by conducting discovery learning activities, audiovisual presentations, and environmental learning programs. Provides environmental education services to agencies, schools, and civic and public organizations. Assists schools in implementing environmental education programming, teacher in-service workshops, and curriculum development. Work includes implementation and facilitation of statewide environmental education, interpretive and public relations programming. Maintains natural, historical, cultural, and archaeological collections in good and presentable condition using cultural techniques. work includes preparation of correspondence, program schedules, and news articles and media promotion. Establishes and maintains close liaisons with local and state conservation groups, civic organizations, and the public concerning environmental education, interpretive, and informational services regarding Commonwealth resources. Research and develop education publications and exhibits at park visitor centers. Maintains records, files, and preparation of reports. This position is responsible for managing the Conservation Volunteer program for the park, including selection of volunteers, ensuring all necessary clearances are obtained prior to start, and tracking of their hours for reporting in the established CV system. Maintains and coordinates use of environmental learning field equipment, oversees the use of the equipment, maintains and makes recommendations for repair, services, replacement, and purchase of equipment.

**Decision Making:** Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, this work involves researching the status of an activity and preparing a formal response for the supervisor's signature.*

Employee is expected to perform the duties outlined on their own. Work is checked by Park Manager for completeness, and adherence to policies and procedures. Special instructions are issued either verbally or in writing.

**Requirements Profile:** Identify any specific experience or requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the position. Position-specific requirements should be consistent with a Special Requirement or other criteria identified in the classification specification covering this position. Example: *Experience using Java; Professional Engineer License*

**Experience:**

**Licenses, registrations, or certifications:**

1. N/A
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A

**Essential Functions:** Provide a list of essential functions for this position. Example: *Transports boxes weighing up to 60 pounds.*

1. Communicate effectively, both orally and in writing
2. Operate audio-visual equipment effectively
3. Traverse rough, uneven terrain, in varying climactic conditions
4. Create and present comprehensive environmental education programming
5. Operate park vehicles and equipment
6. Understand and interpret park rules and regulations, and Bureau policies
7. Conduct research and create lesson plans covering a wide variety of environmental education/interpretation programming
8. Speak competently to large groups of people
- 9.
- 10.