

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Education Coordinator  
**DEPARTMENT:** Soil & Water Conservation District  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** PAT III (Professional, Administrative, Technological)

**DATE WRITTEN:** May 2006  
**DATE REVISED:** April 2016

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

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. The County of LaPorte provides reasonable accommodation to qualified employees 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 Education Coordinator for the LaPorte County Soil & Water Conservation District, responsible for providing educational programs to the people of LaPorte County, industries/businesses, public/private organizations and local government as directed by the SWCD Supervisors.

**DUTIES:**

Provides leadership in planning and implementing the District's Annual Plan of Work and Long Range Plan.

Provide programs for youth, adults, schools, county agencies, and others. Responsible for ensuring all programs meet state standards. This includes, but is not limited to, Envirothon, 5<sup>th</sup> Grade Field Days, Ag Days, Trail Creek Week, and Kankakee River Days.

Prepares or oversees the layout of district newsletter, annual report articles, press releases, surveys, and brochures.

Utilizes news releases radio interviews to promote the districts mission and programs. Makes use and creates educational web site and updates. Maintains archives (picture/video) for education

Provides soil, water, and related natural resource information, educational resources, programs, and training to local school teachers in cooperation with the Extension, volunteers, and others.

Develops and submits an annual written work plan to supervisors.

Finding and writing grants for SWCD projects.

Coordinates programs as detailed by written annual work plan.

Attends board meetings, reports on programs, provides board scheduled upcoming monthly programs and results from previous months programs.

Prepares and submits Annual Report for publication on behalf of LaPorte County Soil & Water Conservation District Board.

Attends training sessions and performs duties as required outside of regular work hours.

Represent supervisors and District on a day to day basis.

Applies standard department policies and procedures to individual situations and reports directly to the SWCD supervisors.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

High school diploma or GED. Baccalaureate Degree Natural Resources, Environmental Education, or equivalent previous work related experience preferred.

Must be at least 18 years of age.

Knowledge of basic soil and water conservation principles, practices, methods, and procedures. Knowledge of soils and their relationships to other sciences. Knowledge of surface water and groundwater issues.

Knowledge of natural resource curriculum development and implementation. Ability to manage and facilitate educational programs.

Familiarity with current trends and reliable methods for teaching environmental education.

Demonstrated program management, organization, team leadership skills. Ability to facilitate group meetings and lead participants to reaching consensus.

Ability to train, mentor, and/or direct assigned personnel, plan and make work assignments.

Ability to effectively communicate orally and in writing with co-workers, other County departments, federal, states, and local agencies/departments, schools, churches, social clubs, local businesses, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work independently with minimal supervision and as part of a team with solid judgment and problem solving skills, along with maintaining a harmonious work relationship.

Ability to oversee safety of students/teachers in indoor and outdoor environments.

Working knowledge of standard office procedures and computer software used by department, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence and detailed written reports as required.

Ability to operate standard office equipment, including computer, printer, laminating machine, calculator, telephone, copier, and fax machine.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

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 work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours, evenings, and weekends, and occasionally travel out of town for training and conferences, sometimes overnight.

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

## **II. DIFFICULTY OF WORK:**

Incumbent operates within broad and general guidelines, exercising discretion and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations. Numerous duties are performed that are not directly related to one another.

## **III. RESPONSIBILITY:**

Incumbent works within department guidelines to accomplish goals and objectives when desired results are clearly known. Deviations from precedents or guidelines are discussed with appropriate supervisors. Work product is primarily reviewed for obtainment of department objectives. Incumbent work independently of direct day to day supervision.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, IASWCD, IDEM, schools, churches, social clubs, local businesses, and the public for the purpose of imparting and interpreting information and facts to carry out policies.

Incumbent reports directly to the District Administration Manager.

## **V. PHYSICAL EFFORT AND WORKING ENVIRONMENT:**

Incumbent performs duties in a standard office environment and in the field, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 25 pounds, pushing/pulling objects, bending/crouching/kneeling, reaching, speaking clearly, driving, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent is occasionally required to work extended hours, evenings, and weekends, and occasionally travel out of town for training/conferences, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Education Coordinator for the LaPorte County Soil & Water Conservation District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name