

**Cornell Cooperative Extension of Ulster County
Position Description**

Working Title: Watershed Educator
Classification Title: Program Educator II
Supervisor's Classification Title: Extension Issue Leader
Hours: Full-Time (37.5 hours per week)
Location: Phoenicia, NY

Brief Job Description

Responsible individual required for assisting in the development, implementation and evaluation of education programs on critical issues of watershed management in the New York City drinking watershed of western Ulster County. Topics include concepts in stream science and management, water quality protection, riparian vegetation and natural resources management, stream ecology, invasive species, non-point sources of pollution, and many others.

The Watershed Educator will work under the direct supervision of the Project Coordinator and Senior Resource Educator and will be responsible for assisting the Senior Resource Educator and implementing specific education projects. Approximately 80% of the Watershed Educator's time will be spent in program delivery and 20% in leadership, marketing, and supervision.

General Responsibilities:

The Watershed Educator's role shall include, but is not limited to:

- Develop effective watershed education materials that address audience needs, use proven educational methods and consider the diversity of the community, including fact sheets, newsletter articles, visual displays and website content.
- Coordinate and deliver components of watershed education and outreach programs for the public.
- Provide outreach and marketing to stakeholders for participation in educational programs; in particular, streamside landowners, and resource managers.
- Provide support and leadership for the planning, development, implementation and evaluation of watershed education program offerings, meetings, and events.
- Build professional partnerships with appropriate agencies, organizations, industries and community leaders in order to assess needs and collaborate on development of joint educational programming.
- Work with partners and Association staff to develop marketing plans to ensure that educational programs reach targeted population.
- Provide responses for general office walk-ins and phone calls.
- Recruit and provide leadership to volunteers.
- Assist the Project Coordinator in administrative and program management activities as assigned.
- Serve as a subject-matter resource to the staff and clientele, including schools, agencies and other professionals as they are identified.

Reporting Relationships and Type of Supervision Received

- Supervision related to educational program development, implementation, and evaluation will be provided by the Sr. Resource Educator.

- Administrative supervision related to Association programs in the New York City Watershed will be provided by the Project Coordinator.

Professional Development

The Watershed Educator will be expected to develop and pursue a professional improvement plan, in cooperation with program staff, to increase competency in position responsibilities. This may include attending classes on stream science, riparian management issues, geographic information systems, or other topics.

Minimum Degree and Experience Prerequisites

Required

- Associates degree in environmental education, watershed management, natural resources, or related field and minimum two years experience volunteering or working in a related field; or
- High school diploma and 4 years work and volunteer experience in a related field.

Desirable

- Associates degree or higher degree in environmental education, watershed management, natural resources, or related field.
- Familiarity working in or along streams and knowledge of stream management issues.
- Demonstrated oral and written communication, networking, and team collaboration skills.
- Demonstrated excellent writing skills
- Experience working with diverse audiences, and working in rural communities.
- Experience with community organizing, public education, and volunteer management.
- Experience developing web site content and using geographic positioning systems (GPS) hand-held units.
- Working knowledge of ArcGIS 9.2 and Adobe Creative Suite 3 (Photoshop/Illustrator/In-Design).

Competencies

- Ability to initiate, plan, organize, implement, teach, and evaluate informal educational programs addressing diverse audiences.
- Working knowledge of computer operation and hands on experience with Microsoft Windows and software such as all aspects of Microsoft Office (i.e., Word, Excel, Access, Publisher, Outlook, Internet Explorer and Power Point).
- Basic secretarial and typing skills.
- Ability to display commitment to and enthusiasm for the mission of CCE and the Esopus Creek Stream Management Program.
- Ability to work as a member of team and maintain satisfactory working relationships with others including project partners and the public; excellent human relations skills.
- Ability to maintain a positive and professional attitude and appearance. Maintain a positive public image of CCE when dealing with clients, volunteers and committee members.

Special Requirements

- Ability to meet travel requirements. Will be reimbursed mileage for official business.
- Must have ability to work in conditions of uneven terrain in mountain streams if needed.
- Must know and abide by association personnel policies.

- Must be willing to travel and work flexible schedule sometimes requiring evenings and/or weekends.
- Must be able to transport program supplies and equipment to multiple program sites.
- Willing to reside in Ulster County or within 35 miles of the office highly desired.

Position Description Content Review

Applicant _____
Date _____

Supervisor _____
Date _____

Executive Director _____
Date _____

Cornell (if needed) _____
Date _____