

**WASHAKIE COUNTY CONSERVATION DISTRICT**  
**POSITION DESCRIPTION**  
*Seasonal Part-time Outdoor Education Specialist*

**INTRODUCTION**

This position is a non-exempt, seasonal, part-time, at-will position. The Outdoor Education Specialist is an employee of and is responsible to the Washakie County Conservation District Board of Supervisors to achieve common goals and objectives of the Conservation District.

The Education Specialist will coordinate and communicate district business through the Director, who is responsible for the day-to-day management functions of the District and the coordination, organization and timelines of meeting all District goals.

All programs and information developed by the incumbent of this position are the sole property of the Washakie County Conservation District.

The incumbent shall possess a current driver's license.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

Enjoy working with youth and enjoy working outdoors

Communication and organizational skills, attention to detail, the ability to multi-task, ability to work independently, and proficiency with computers and business software programs and social media

Agricultural and/or natural resource experience through education and/or work is beneficial

Willingness to learn and advance education through training seminars, workshops and meetings

For job related travel, the ability to be away from home occasionally, possibly overnight, and for longer than normal workdays

Develop an understanding of the relationship between the Conservation District, Natural Resource Conservation Service and other cooperating agencies

**PRINCIPAL DUTIES**

Outdoor Education Specialist will provide outdoor agriculture and/or natural resource conservation educational opportunities to youth. This includes correlating all outdoor program activities with current education standards. Topics may include, but are not limited to water quality, wildlife, vegetation, recycling, production agriculture (irrigation water management, range management, crops, livestock), healthy soils, weeds, composting, tree planting, energy, and bats.

Coordinates the utilization of the District's Outdoor Classroom and/or other established outdoor classrooms, with school teachers and other individuals and/or organizations.

Implements the District's Conservation Poster Contest in conjunction with the National Association of Conservation District's Soil & Water Stewardship Program.

Demonstrates the effect of land use and best management practices to water quality with the use of the Enviroscope Model, the Wyoming Game & Fish Stream Trailer, and/or the Groundwater Model.

Coordinates National Day of Monitoring activities with teachers and natural resource related agencies and participates as an instructor in one of the centers.

Attend WCCD monthly board meetings upon request and other duties as requested by the Director or Board of Supervisors in order to achieve the district's goals.

**INTERNAL DUTY REQUIREMENTS**

Documents, compiles, and submits program activity information to the local newspapers, posts on Facebook, develops an annual report by the end of July and updates Education Manual, each year.

Publishes student activities/photos highlighting the subject matter and what was learned on District's Facebook page as soon as possible after the activity has been accomplished.

Contacts and invites the Northern Wyoming Daily News ahead of all activities and/or submits photos and activity overview to newspaper immediately following the activity.

Identifies sources and obtains funding to maintain and further the development of District's Education Program.

Ensures proper maintenance and use of all District equipment.

Participates in District staff meetings with Director to discuss project accomplishments, timelines, and goals and any other topics necessary to keep both parties informed.

**SUPERVISION**

The Washakie County Conservation District Board of Supervisors establishes priorities. Supervision will be under the direction of the Director.

*The employee's job performance will initially be evaluated at 90 days and annually thereafter.*

***Job descriptions are subject to change based on priorities set by the Director and the WCCD Board of Supervisors***

***THE WASHAKIE COUNTY CONSERVATION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER***

**AT WILL EMPLOYMENT STATEMENT**

I have entered into my employment with WCCD voluntarily and acknowledge that I am an at-will employee and there is no specified length of employment. Either I or WCCD can terminate the relationship at will, or without cause, at any time.

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Employee's Signature/Date