



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## CONSERVATION EDUCATION PROGRAM COORD

Job Number: 21004100

Job Code: 71870V230916

Job Group: 7100 - AGRICULTURAL AND WILDLIFE SCIENCE

Job Established: 02/16/2023

Job Revised: 09/16/2023

Grade: 17 Salary (MIN - MID):

\$30,082-\$45,123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages a conservation education branch and supervises Conservation Educators engaged in the development and facilitation of conservation and outdoor skills educational programming; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in a natural or physical science, wildlife management, education, communication, recreation, or related field.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have five years of experience in conservation education or related field.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in a natural or physical science, wildlife management, education, communication, recreation, or related field will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to employment in this job classification. Must be 21 years old and have certification in First Aid and Cardiopulmonary Resuscitation (CPR). Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the development of dynamic, quality educational programs that meet the needs of the intended audience at a regional and statewide level. Creates, maintains, and updates program evaluation tools to gather data on program participant outcomes. Collaborates with department leadership, conservation educators, and staff to recruit, train, and supervise full-time and interim staff. Coordinates and plans staff training and ensures all staff members receive appropriate training. Responsible for day-to-day decision making on appropriate purchases, personnel matters, and interpretation of Department policies and procedures. Communicates issues between staff and the Director's office. Assures implementation of Division goals and objectives at the program and field level. Monitors the branch budget and makes program budget recommendations. Enforces all procedures related to health and safety, KDFWR policies, use of equipment, and operation of facilities. Supervises staff in the maintenance and upkeep of facilities. Responds and provides leadership during periods of emergency. Ensures that facilities meet and comply with local and state permitting requirements. Maintain inventories and upholds deadlines. Collaborates with other department staff to create and distribute promotional materials and build program attendance. Coordinates the presentation of conservation education programs in an assigned area. Develops and/or presents lessons on conservation of natural resources, conservation education programs, and outdoor and shooting skills. Supervises the work of Conservation Educators, Camp Superintendent, Animal Care Specialists, Animal Care Supervisor, Maintenance Workers, and/or other staff within assigned district. With K-12 audience, ensures each Conservation Educator's program content aligns with current academic standards of the commonwealth and the mission of KDFWR. Reviews weekly reports. Evaluates the status of program components and develops necessary proposals and documentation. Maintains program records and develops monthly and annual status reports. Develops and recommends policies pertaining to the program. Coordinates program activities with other divisions and agencies as necessary. Coordinates the preparation of materials pertaining to the conduction of program components.

**UNIQUE PHYSICAL REQUIREMENTS:**

May use firearms and archery equipment, lift heavy objects/children, carry up to 25 pounds of equipment several hundred yards, and operate outdoors during inclement weather. Must be able to run, stoop, bend, push, pull, lift, and traverse rugged terrain. May work around/in bodies of water.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

May work may in an outdoor setting and/or on outdoor firing ranges. May physically reside at residential camp Monday through Friday with 200 campers per week for 12 weeks during the summer.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*