



Photo by Jeff Andersen

Natural Resources manages Larimer County's great outdoor places, including open spaces and magnificent water-based recreation areas, and fosters responsible land stewardship through weed management and healthy forest practices.

Our mission is to establish, protect, and manage significant regional parks and open lands providing quality outdoor recreational opportunities and stewardship of natural resource values. We are committed to fostering a sense of community and appreciation for the natural and agricultural heritage of Larimer County for present and future generations.

Larimer County Natural Resources department has 50+ benefited employees and 150+ seasonal and part time employees.

Overview

Larimer County Department of Natural Resources is seeking an Education Specialist. This position is responsible for implementation and management of the education program within the Department of Natural Resources. The Education Specialist designs, establishes and initiates interpretive media, education plans, education materials and education events. It develops educational programs and information for visitors to our park and open space properties.

Specifically this position will:

May exercise direct supervision over assigned staff including volunteer, education and seasonal staff and indirect supervision over volunteers.

- Develops and implements educational plans for properties managed by the Department of Natural Resources.
- Develops, designs, and produces interpretive signs, website materials, brochures, and other educational media in collaboration with key Department staff.
- Develops and coordinates education and interpretive programs and materials for visitors to park and open space properties including campground and trail-based talks, hikes, tables, etc.
- Coordinates, organizes, administers, and evaluates the Volunteer Naturalist and Volunteer Ranger Assistant programs including collaboration with the Department Volunteer Coordinator, District staff, other staff, and outside agencies as appropriate.
- Trains, schedules, and supervises volunteer Naturalists and volunteer Ranger Assistants.
- Manages, schedules, and markets nature hikes and field trips for schools, community groups, and the general public.
- Prepares and presents summary information and reports on education programs for the PAB and OLAB.
- Collaborates and partners with outside agencies and organizations on educational programming.
- Works with local businesses and organization to host outdoor education events such as camping 101 and others to help connect new publics with the benefits of visiting Department properties.

Nonessential Functions:

- Assists in grant writing and due diligence as needed for the Education Program.
- Assists in volunteer recognition events and new volunteer orientation trainings.
- When a local declaration of emergency or disaster is declared by the Board of Commissioners, all Larimer County employees may be required to work as a Disaster Service Worker.

- Performs other duties as appropriate or necessary for performance of the job.

Knowledge, Skills, & Abilities:

- General office practices and procedures.
- Routine software and business application including, but not limited to, word processing, spreadsheets, presentation software, and databases.
- Communicate clearly and concisely, both verbally and in writing.
- Read and comprehend department and County rules, regulations, policies and standard operating procedures.
- Establish and maintain effective working relationships with other Department and County employees, representatives of other agencies and organizations, and members of the community.
- Regular, predictable attendance to the assigned duty station.
- Local plant and animal communities, conservation biology, threatened and endangered species, outdoor pursuits, experiential learning and natural ecosystem processes.
- Volunteer management, including the ability to recruit, select, train, supervise, and maintain volunteers.
- Strategies and designs of effective training and development programming.
- Effective public speaking skills.
- Various computer software applications including Word, Excel, PowerPoint, and Access, as well as desktop publishing software.
- Develop and modify work procedures, methods, and processes to improve efficiency.
- Effectively organize and coordinate scheduling of simultaneous projects and/or programs at multiple locations and with numerous volunteers.
- Perform duties independently without close supervision.
- Communicate clearly and concisely, both verbally and in writing.
- Work some evenings and weekends.

Qualifications:

- One year of experience in a directly related field or in the performance of similar duties with at least one year of experience in the supervision of staff and volunteers.
- Equivalent to a Bachelors' Degree from an accredited four-year college or university with major coursework in Environmental Education/Interpretation, Natural Resource Management, Ecology, Range Science, or other closely related field.
- High School diploma or GED required.
- Possession of, or ability to obtain, CPR and First Aid certifications within six months of date of hire.

Work schedules:

- 40 hours per week
- Work schedules are subject to change depending on weather and visitation.

An offer of employment is contingent upon the successful completion of a pre-employment drug screen and background test. As marijuana is an illegal substance under federal law, testing positive for marijuana (medical or otherwise) or any other substance for which the county tests, will result in the contingent offer of employment being revoked. A successful completion of the drug screen is defined as obtaining a negative result.

All application components must be submitted by 10:00 PM MT on the closing date listed, July 31st.