

## GENESEE COUNTY

### **CONSERVATION EDUCATION PROGRAM ASSISTANT (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent will assist in the development of all aspects of the Genesee County Parks Interpretive Nature Center and the Genesee County Parks, Recreation and Forestry conservation education programs. These aspects include, but are not limited to: educational program development, program presentation, nature interpretation, brochure development, exhibit development, design and development of interpretive trail improvements, program promotion, and volunteer coordination. This position will require the individual to work outdoors frequently and work some weekends and some evenings. The incumbent of this position is under the direct supervision of the Conservation Education Program Coordinator. Does related work, as needed.

#### **TYPICAL WORK ACTIVITIES:**

Assists with the preparation and presentation of interpretive and conservation educational programming for the County Parks and the Nature Center;  
Works collaboratively and cooperatively with project team members to efficiently and effectively carry out educational programming;  
Conducts educational programming by leading walks, talks, and hands-on outdoor and indoor activities;  
Assists with the scheduling of programs and volunteers, registering participants, and preparing and ensuring the availability of materials and teaching tools;  
Provides assistance to the volunteer groups to enable them to provide community programs;  
Provides assistance to and works in conjunction with Genesee County Parks employees;  
Assists with communication with local schools, teachers, youth groups to plan and facilitate field trips to Genesee County Park and Nature Center;  
Plans, prepares and assembles displays, exhibits, and other teaching tools;  
Maintains clean and organized storage space for supplies and teaching tools in Interpretive Nature Center;  
Provides news articles, photographic or visual materials and layout assistance for the various newsletters;  
Performs related tasks as required.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR**

**PERSONAL CHARACTERISTICS:** Good oral and written communication skills; Ability to work independently with direction and supervision; Good interpersonal skills and desire to work cooperatively as a contributing team member. Knowledge of natural history and natural resource conservation; Understanding and knowledge of general office procedures and computer applications; Ability to understand and carry out oral and written directions; Flexible and willing to accept new assignments and learn new techniques; knowledge of word processing, spreadsheets, social media and other forms of electronic communication; Dependability, neatness, attention to detail, accuracy, enthusiasm;

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will regularly work outside in all weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The employee is occasionally exposed to cold weather. The noise level in the work environment is usually low to moderate.

**MINIMUM QUALIFICATIONS:** Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education,

**AND EITHER:**

- A. Completion of two (2) years of college at a regionally accredited or NYS registered college or university, with specialization in Environmental Studies, Conservation, Natural Resources, Forestry, Education, Biology or a closely related field;

**OR:**

- B. Completion of one (1) year of college at a regionally accredited or NYS registered college or university, with specialization in Environmental Studies, Conservation, Natural Resources, Forestry, Education, Biology or a closely related field **AND** one (1) year of work experience in assisting with conservation education or closely related programs

**OR:**

- C. Any equivalent combination of education, training or experience as defined by the limits of (A) or (B) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class, Adopted 4/15/25