



FT Environmental Outreach Specialist

Glen Ellyn Park District

Contact Name: Lynn Wiltfong

Contact E-mail: Lwiltfong@gepark.org

Contact Phone: 6309427259

Closing Date:

Salary: \$45,000- \$50,000/yr. depending on qualifications

Description:

JOB SUMMARY

This is a brand-new position! Under the direction and supervision of the Manager of Natural Areas & Outdoor Education, the Environmental Outreach Specialist has three main objectives, 1) develop and promote outdoor education programs related to environmental initiatives and topics for various age groups, 2) conduct outreach in the community related to our environment, and 3) serve as the Volunteer Coordinator for groups wishing to perform community service. Will create, coordinate, and/or assist with curriculum development for preschool, home school programs, school field trips, summer camps, youth and family programs, scouts, and others. Work with Manager to develop a Conservation Connection Outreach Program and/or Ecology Club or similar, to increase awareness and participation in conservation efforts throughout the community. Serve as Volunteer Coordinator for church, scout, or other community groups or individuals seeking to perform community service such as litter pick up, river clean up, tree ambassadors, ecological restoration, Adopt A Park, etc. Other duties include but not limited to, assisting with the garden plot program, Earth Day and Arbor Day special events, updating Facebook page dedicated to Environmental Education, providing content for seasonal activity guide/Playbook, and occasional ecological restoration work. Programs and events are regularly scheduled for Saturdays but will adjust hours accordingly. This is an at-will position.

EDUCATION, EXPERIENCE, AND TRAINING

The ideal candidate will be self-motivated, creative, and have a strong interest in conservation and the environment. A Bachelor's degree in Environmental/Outdoor Education, Parks and Recreation, or other related field is required, with two years of related experience or an equivalent combination of relevant education and experience. Enthusiastic, friendly, and prior experience working with children is vital. Certified Interpretive Guide status is preferred, or willing to attain certification. Having a general understanding of local ecosystems, the practices of ecological restoration, and basic plant identification skills is required. Excellent customer service skills with strong and effective communication skills in both verbal and written format. Good leadership skills with strong facilitation/presentation skills required. Strong organizational and time management skills, attention to detail, and the ability to multi-task is essential. Tech-savvy with proficiency in MS Office Suite (Word, Excel, PowerPoint, and Outlook) and experience using recreation software with the aptitude to learn other systems. ActiveNet software experience a plus. Illinois Teaching Certificate is a plus or

familiarity with State education standards. Possess First Aid, CPR and AED certification or obtain within 3 months of hire. Must have a valid IL driver's license and provide own transportation.

Hours: Generally, 8:00 am – 4:30 pm during the week with some evening and frequent Saturday hours required. Flexible with the schedule.

Location: Frank Johnson Center – 490 Kenilworth Ave., Glen Ellyn, IL 60137

BENEFITS WE OFFER:

- Medical Coverage, PPO or HMO option
- Prescription Coverage
- Life Insurance
- Free Fitness Membership & Wellness Program
- Pension / Defined Benefit Plan (IL Municipal Retirement Fund)
- Tuition Reimbursement
- Dental Coverage
- Vision Reimbursement Program
- Employee Assistance Program
- Paid Time Off & Paid Emergency Leave
- Short- and Long-Term Disability (IMRF)
- Voluntary Optional Insurance Plans

To apply for this position, go to: <https://www.applitrack.com/gepark/onlineapp>
Please complete an employment application online and include a resume and cover letter.
For questions and to request a complete job description, please contact:

Lynn Wiltfong – HR Generalist & Safety Coordinator
Glen Ellyn Park District
185 Spring Ave.
Glen Ellyn, IL 60137
Email: lwiltfong@gepark.org
Office: (630) 942-7259

Renae Frigo – Manager of Natural Areas & Outdoor Education
Glen Ellyn Park District
490 Kenilworth Ave.
Glen Ellyn, IL 60137
Email: rfrigo@gepark.org
Office: (630) 858-6037 x6006