



WSC Use Only:
 AMENDED

Position Description Form WSC Programs

Member Name (First, Last)	Education Events & Technology Specialist
King Conservation District	800 SW 39 th St, Suite 150, Renton, WA 98057
Gwen Vernon	425-282-1910
Education Programs Manager	Gwen.vernon@kingcd.org
Kristen McCune	425-282-1927
Education Programs Coordinator	Kristen.mccune@kingcd.org

Refer to Position Description Instructions prior to completing

*This position requires you to serve a minimum of service hours – **and** – successful completion of your term of service.

1. **Organization’s Mission:**
King Conservation District’s mission is to promote the sustainable uses of natural resources through responsible stewardship.

2. **Position’s Alignment to Organization’s Mission:**
The Washington Service Corps Education Events Specialist serves as a member of a team of District staff to improve natural resources in King County. This service position will improve the ability of community members in King County to steward their natural resources by connecting them to and serving them through technical assistance programs offered by King Conservation District.

3. **AmeriCorps Project Description:**
This position is responsible for supporting the King Conservation District (KCD) Education Programs. With service in the office and the field, this position requires a high level of motivation, versatility, and independence. This position is responsible for coordinating several district natural resource conservation education projects. The Education Events Specialist will recruit and train teams of high school students and advisors to compete in the field-based, natural resource focused regional Envirothon competition in April. This position will develop webinars and create videos to educate community members about natural resource topics related to freshwater and marine shorelines, agriculture, forestry, soil health and water quality. This position will develop materials to support education projects and programs related to their service. The member will also coordinate a large outreach and education event. The individual holding this position serves independently and as part of a

team of KCD staff and may be asked to assist with other education team projects as they arise.

4. Member Key Essential Functions of the Position:

- *Routinely refer to Member Service Agreement requirements*
- Film, edit and develop educational videos and webinars to instruct community members on best practices for improving natural resources.
- Plan, coordinate and facilitate educational training events for community members around Shorelines, Agriculture, Forestry, and natural resource topics.
- Develop instructional materials to support education events and projects.
- Recruit high school students and advisors to participate in the Envirothon natural resources competition.
- Develop trainings for high school students and teachers related to forestry, soils/land use, aquatic ecology, wildlife, and a rotating natural resource topic to prepare them for the regional Envirothon competition.
- Recruit and train volunteers to write exams, deliver trainings, and assist with event coordination for the regional and state Envirothon competitions.
- Recruit volunteers to assist with a large outreach event.
- Develop and deliver trainings for students at the Stream-to-Sea youth education event.
- Attend multiple education and outreach events each month.

5. Member Performance Measure Expected Output(s) and Outcome(s):

The Education Events Specialist will train 400 unduplicated individuals; at least 350 of these individuals will report an increase in knowledge at the end of the training. The AmeriCorps member will recruit and lead at least 50 volunteers that will donate 200 hours towards natural resource projects and programs.

6. Member Additional Duties and Responsibilities:

- *WSC members may be deployed to help support disaster response and/or recovery efforts. Sponsor organizations must agree to release Members for short term duration to assist with these efforts. Deployment may be waived if it presents undue hardship for an individual member. All deployments would be requested by the WSC unless your host organization is a disaster response organization where any requests for deployment would require initial approval by the WSC.*
- Plan, coordinate and assist with KCD outreach events, including the KCD Plant and Community Fair, King County Fair, and NW Flower & Garden Festival.

7. Volunteer Management:

- Participate in the recruitment and support of volunteers who will further the goals of the AmeriCorps project.
- Oversee the volunteer activities of the AmeriCorps project to ensure that the activities are allowable and not prohibited.
- Implement at least three new effective volunteer management practices.

8. Qualifications required for this position:

- Experience and/or education in a related field (Bachelor's degree optional): Marketing, Communications, Natural Resource Management, Environmental Science, Environmental Policy, Biology, etc.

- High school graduate.
- Clearly and effectively communicate orally and in writing with the public, youth, and adult audiences, and diverse landowner populations.
- Strong organizational skills and attention to detail.
- Experience using video equipment to film and create videos.
- Experience or knowledge of video editing software or a willingness to learn.
- Experience with Adobe Creative Suite (InDesign and Photoshop) is desirable.
- Knowledge of Puget Sound watersheds, the range of land use practices represented in the region, and the natural resource management issues and challenges facing the region.
- Able to take direction and serve as a member of a team.
- Available to serve on some weekends and weekday evenings.
- Currently hold or can obtain a valid Washington State Driver's License.
- Use computer programs to write reports, track service progress, and prepare project data and records.
- Experience and interest in planning and facilitating events.
- Comfortable with speaking to large or small groups of varying ages.
- Lift and carry up to 40 pounds frequently for setting up events.
- Use hand tools occasionally.
- Travel to various locations throughout King County

9. Location and Hours of Service:

<i>Day of Week</i>	<i>Start Time</i>	<i>Length of Meal Break</i>	<i>End Time</i>	<i>Name of service location</i>	<i>Physical address</i>	<i>Hours per day*</i>
Monday	8am	30 min	4:30p m	King Conservation District	800 SW 39 th St, Renton WA 98057	8
Tuesday	8am	30 min	4:30p m	King Conservation District	800 SW 39 th St, Renton WA 98057	8
Wednesday	8am	30 min	4:30p m	King Conservation District	800 SW 39 th St, Renton WA 98057	8
Thursday	8am	30 min	4:30p m	King Conservation District	800 SW 39 th St, Renton WA 98057	8
Friday	8am	30 min	4:30p m	King Conservation District	800 SW 39 th St, Renton WA 98057	8
If member is expected to serve routinely on weekend days (Saturday/Sunday), enter hours here:						
Saturday						
Sunday						
Total Hours for the Week:						40

* Not including meal breaks

NOTE: May require occasional evening or weekend service outside of scheduled hours. Length of meal break must be a minimum of 30 minutes and tracked on daily entry of service hours.

10. Required WSC Training:

Completion of the following core training competencies: AmeriCorps Affiliation and Program Orientation; Cultural Awareness; Volunteer Recruitment and Management; Effective Communication; Leadership Skills; Performance Measurement; Teambuilding (Teams only); Life After AmeriCorps.

Participation in day-long WSC-sponsored regional training.

11. Required Site Training: Two-site specific trainings listed below:
WADE – statewide, 3-day Conservation District training in June
United Way of King County – Volunteer Coordination 101 training

12. Required WSC Reporting:

Document:	Frequency:
Timesheets	Semi-Monthly
Member Training Plan; stories of service; legislative and media reporting; progress on performance measures and volunteer recruitment and management (submitted in collaboration with supervisor)	Quarterly

13. Service Conditions:

This AmeriCorps position will include a variety of service in the office and field. The AmeriCorps member selected for this position must be able to lift 40 pounds, walk on unstable terrain, and perform tasks in a variety of field settings in all weather conditions. This service position involves independent and team-based projects. Hand and small power tools may be used on projects. The AmeriCorps member will operate large vehicles and trucks to transport materials to events. The member will be required to stand for several hours at a time during events.

The above Member Key Essential Functions and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum expectations, level of knowledge, skills and/or abilities deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. **Reference Member Service Agreement for comprehensive listing, including prohibited activities.**

Member Signature Date
mm/dd/yyyy

Primary Site Supervisor Signature Date
mm/dd/yyyy

WSC Program Coordinator Date
Signature mm/dd/yyyy