

**SCIOTO SOIL AND WATER CONSERVATION DISTRICT
POSITION DESCRIPTION**

**TITLE: DISTRICT CONSERVATION EDUCATION COORDINATOR/ADMINISTRATIVE
ASSISTANT**

INTRODUCTION:

The position is that of a Conservation Education Coordinator responsible for implementing the education program and Administrative Assistant responsible for secretarial duties for the Scioto Soil and Water Conservation District on an intermittent basis.

DUTIES & RESPONSIBILITIES (Education Coordinator):

1. Help coordinate and implement the District's information education programs.
2. Responsible for planning and scheduling education program activities in the city and county school systems, along with adult education.
3. Assist in conducting tours, field days, public viewing of demonstrations, including equipment, field plots, water quality conservation practices and water quality testing with county and city schools.
4. Provide leadership in the recruitment of volunteers to assist with the District's education programs.
5. Helps prepare District educational publications and promotions such as newsletters, annual reports, displays, news articles, radio, and Web or interest base media.
6. Maintains personal contract with District cooperators, local schools, civic groups, and 4-H
7. Performs other related duties as requested by the District Administrator.
8. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner.
9. Help seek donations and affiliate membership to support district programs.
10. Assists with all other District programs as needed.

DUTIES & RESPONSIBILITIES (Administrative Assistant)

1. Serves as a receptionist to the District and NRCS office as needed. Answers phone calls and meets the general public in a courteous and helpful manner.
2. Types correspondence, various reports and other material necessary for the operation of the office.
3. Maintains District files according to established systems.
4. Assists with the preparation of Districts' special activities such as field days, tours, educational meetings, tree sales, school tours, soil stewardship, fair booth and others.
5. Assists with planning and preparation of the District's Annual Meeting.
6. All duties and actions taken by the incumbent of this position while on official duty will be performed In a safe and helpful manner.
7. Performs other related duties as requested by supervisor
8. Helps with renting equipment and soil testing.

SUPERVISION

This position is responsible to the Scioto SWCD Board of Supervisors with the daily supervision provided by the District Administrator.

PERFORMANCE REVIEW:

The performance of each duty in this position will be evaluated against the requirements developed for your position. A formal performance review will be conducted annually with the employee as described in the approved Employment Policy. Your performance rating is an overall evaluation of your performance in the judgement of your supervisors. During this review, career opportunities, salary advancement and items concerning the employees' professional growth and employment are discussed. The employee agrees that all assistance is provided with out regards to race, color, national origin, age, sex, religion, martial status and handicap.

ADOPTED:

SWCD BOARD CHAIRMAN

DATE

CONSERVATION EDUCATION
COORDINATOR

DATE