

THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT
JOB DESCRIPTION

Education Assistant

The Education Assistant is an hourly position that is under the supervision of the TJSWCD Executive Director, while day-to-day coordination and leadership is provided by the Environmental Programs Coordinator.

Responsibilities:

- Prepare, organize, and conduct watershed education presentations for area schools at Camp Albemarle.
- Prepare, organize, and conduct other educational programming for youth and adults as requested. These include, but are not limited to- classroom presentations throughout the TJSWCD, presentations for clubs and organizations, tabling at events, and assisting with the local Envirothon.
- Maintain accurate and legible documentation related to all activities, including description of activities, number of participants, time worked, and mileage traveled.
- May represent TJSWCD at various institutional meetings and tabling events
- Supports the mission and vision of TJSWCD
- Other duties as assigned

Required Knowledge, Skills, and Abilities:

- Excellent oral and written communication skills
- General knowledge of watersheds, soil and water conservation issues, and other environmental topics
- Experience in public speaking for youth and adult audiences
- Demonstrated ability to implement engaging interpretation and programming
- Efficient time management skills
- Ability to maintain effective working relationships
- Ability to work independently
- Ability to utilize standard computer software – word processing, spreadsheets, and email
- Proof of COVID-19 vaccination
- Valid driver's license required
- Ability to pass background check

Wage and Compensation

- TJSWCD Pay Grade 9
- The position will be compensated at \$17.28/hr
- Education Assistants may be eligible for mileage reimbursement
- This is a part-time, hourly position with no benefits

Physical Demands:

- Ability to communicate with guests for extended periods
- Ability to stand, walk, carry and set up equipment
- Frequent bending, stooping and lifting a minimum of 30 lbs
- Ability to work inside and outside in all weather conditions
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform other job-related duties. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.