



Part-Time Program Specialist - Temporary JOB DESCRIPTION City of Saint Paul – Parks & Recreation

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| Opening Date: | 3/6/2017 |
| Closing Date: | 3/26/2017 |
| Salary: | \$16/hour |
| Location: | 1100 Hamline Ave N., Saint Paul, MN 55108 |
| Duration: | April through December 2017 |
| Hours: | 20-25 hours per week; primarily regular work day hours with occasional weekend and evening hours. Times negotiable; hours may be flexed to accommodate high demand programming periods. |

General Duty Statement: The Natural Resources section of Parks and Recreation is seeking a Program Specialist responsible for planning and implementing environmental education and outdoor recreation activities and events in Saint Paul's regional parks. Programs include the Parks Ambassador program which connects underrepresented audiences to parkland, pop up programs, citizen science, and special events.

Job Responsibilities

- Coordinate and lead public and group environmental programs
- Develop activities for preschool, youth, family, and adult programs
- Conduct program outreach and marketing
- Maintain positive relationships with program participants and partners
- Transport participants and partner site staff to parks as necessary
- Collaborate with partner site staff to ensure smooth program delivery
- Collect evaluations and keep attendance records
- Assist with special projects, programs, and events

Requirements

- College coursework in environmental education, environmental sciences, ecology, biology, botany, education or related subjects
- Experience teaching in outdoor settings
- Competency working with email, word processing, and spreadsheet computer programs
- Ability to work well with children, adults and diverse populations
- Knowledge of environmental education practices and principles
- Knowledge of and interest in MN flora and fauna and environmental science topics
- Excellent communication and organizational skills
- Ability to work independently and effectively with minimal supervision

- Ability to problem-solve, multi-task and manage projects and time efficiently
- Ability to follow directions, complete assignments, and meet deadlines
- Excellent problem solving skills, flexibility, a positive outlook, and a sense of humor
- Must have a valid Minnesota driver's license
- Must be able to stand for up to an hour
- Must be able to lift up to 50 lbs.

Preferred Qualifications

- Academic training in education, environmental education, environmental studies, or a related field
- Proficiency in a language other than English
- Connection to communities of color in Saint Paul

Training

- Must complete CPR and First Aid training on the job (if not already certified)
- Must complete van driver training on the job

By Closing Date, You Must:

Submit letter of interest, resume, and references via mail or email to:

Saint Paul Parks and Recreation
c/o Faith Krogstad
1100 Hamline Ave N
Saint Paul, MN 55108
faith.krogstad@ci.stpaul.mn.us

If emailing, please include "PT Specialist" in the subject line.

SELECTION PROCESS INFORMATION

Temporary: This posting is open to anyone who meets the position requirements. This is a seasonal, temporary position hired to complete short-term assignments. No benefits are available for this position.

The City of Saint Paul is an equal opportunity/affirmative action employer. Veterans, women, persons of color, members of the LGBT community, and individuals with disabilities are strongly encouraged to apply.

Working Title: Seasonal Environmental Educator

Official Title: Parks and Recreation Worker (Class Code: 920010)

An Affirmative Action Equal Opportunity Employer