

CLASSIFIED STAFF EMPLOYEE JOB DESCRIPTION

JOB CODE:

**TITLE: PROGRAM COORDINATOR
(Water Resources Education)**

PAY GRADE: 33

FLSA: Exempt

Position Summary:

The primary purpose of the Program Coordinator position is to develop and deliver Cooperative Extension program addressing water resource education for Yavapai County residents. This position will develop partnerships, develop educational models and materials, coordinate activities, plan and deliver seminars/workshops for adult and youth audiences. The Program Coordinator will assist in coordination and delivery of the Arizona Project WET (Water Education for Teachers) and the Master Watershed Steward (MWS) volunteer training program in addition to serving as addressing other issues related to water quality/quantity. The position will work under the supervision of the Yavapai County Extension Agent responsible for Agriculture and Natural Resources programs and coordinate activities with the Arizona Project WET (APW) Statewide Specialist. Travel throughout the county is frequently required.

Duties and Responsibilities:

- Becomes familiar with county data and local conditions to identify needs, resources, and non-formal education opportunities.
- Participates and cooperates with local stakeholder groups to design effective educational programs.
- Identifies target audiences and adapts educational program delivery to meet the audience's schedules and educational needs.
- Organizes, promotes, coordinates and conducts specific programs and activities with individuals and groups.
- Develops and facilitates workshops and meetings; coordinates logistics, scheduling and participant communications.
- Answers inquiries, manages teaching tools and supplies and provides information related to water quality/quantity, septic systems, wells, and other water resource/watershed issues.
- Works collaboratively with other University of Arizona specialists, agents, and educators.
- Prepares reports and compiles data to document programmatic impacts.
- Reviews and evaluates effectiveness of educational outreach activities.
- Performs other duties and responsibilities as needed or assigned as it relates to the program area.
- Plans, develops and drafts, with team involvement, an implementation plan for Yavapai County Water Education.

- Schedules and carries out implementation plan in accordance with specifications and funding limitations; oversees daily operations and coordinates activities of program; determines priorities.
- Coordinates, monitors and/or supervises the activities of county APW facilitators and MWS volunteers.
- Develops relationship with School Districts, Science Coordinators, Professional Development and Curriculum Coordinators and other K-12 specialists to integrate water education in to core curricula.
- Recruits program participants utilizing most appropriate promotional or marketing methods, such as individual letters, brochures or presentations at meetings and conferences.
- Develops, compiles and writes communications and promotional literature for distribution such as newsletter articles, brochures or flyers; coordinating process from development through printing and distribution.
- Monitors program expenditures ensuring that budget allocations are not overspent and submits written reports to Directors.
- Evaluates program effectiveness to develop improved methods; assists in devising evaluation methodology and helps to implement; analyzes results and recommends and/or takes appropriate action.
- Interacts with Arizona Department of Water Resources staff, County representatives, City Conservation Specialists, and other government and community agencies in facilitating program objectives.

Minimum Qualifications:

- Bachelor's degree in water resources-related field or a natural resources discipline such as hydrology, forestry, watershed management, range or science education related field appropriate to the area of assignment AND one year instructional or subject work experience; OR,
- Five years progressively responsible subject work experience; OR,
- Any equivalent combination of experience, training and/or education approved by Human Resources.
- Demonstrated skill in teaching science-based subject matter.
- Demonstrated ability in word processing, graphics presentation, spreadsheets, digital imagery and email software.
- Possession of a current Arizona driver's license upon employment.

Preferred Qualifications:

- Knowledge of teaching principles, practices and procedures and commitment to interdisciplinary approaches to education.
- Familiarity with Arizona Academic Standards and their relevance to water resource education.
- Familiarity with local conditions, resources, politics, problems and educational opportunities within Yavapai County or similar setting.
- Analytical abilities in using Geographic Information Systems (GIS) to identify trends and document changes in demographics and land use patterns.
- Experience in working collaboratively with diverse organizations, groups and individuals with differing philosophies about natural resources issues and mediating conflict.

- Awareness of grant opportunities and other activities that address water resource education; ability to facilitate groups and individuals to pursue action.

To apply, please submit letter of intent and Official UA Job Specific Application:

Yavapai County Cooperative Extension
The University of Arizona
Attn: Jeff Schalau
840 Rodeo Dr #C
Prescott, AZ 86305