

# POSITION ANNOUNCEMENT

JOB TITLE: EDUCATION PROGRAMS COORDINATOR (Unclassified)  
OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD AND FORESTRY –FORESTRY SERVICES

**Do NOT apply for this position through the Office of Personnel Management  
See below for job description and complete application instructions.**

FULL OR PART TIME: FULL TIME

JOB CODE: 7084

POSITION NUMBER: 0468

MONTHLY SALARY RANGE: \$2,600-\$3,200 (Salary commensurate with education and experience)

WORK LOCATION: 2800 N. Lincoln Boulevard, Oklahoma City, OK

SUPERVISOR OF POSITION: Mark Bays, Urban Forestry Coordinator

OPENING DATE: Thursday, July 19, 2012

CLOSING DATE: Friday, August 10, 2012

STARTING DATE: Interviews will be scheduled for mid to late August with an early September starting date preferred.

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## **BASIC PURPOSE:**

Oklahoma Forestry Services' Education Programs Coordinator is a professional position working to plan, develop and administer a comprehensive statewide forestry education program. The position coordinates the diverse elements of the agency's educational program to assure their cohesiveness and effectiveness in bringing a balanced forestry message to students, educators and targeted audiences across the state. In general, this position is primarily responsible to:

- Organize, direct and help deliver agency-sponsored comprehensive programs in Project Learning Tree and Youth Forestry Camp;
- Organize, present or participate in a variety of forestry programs, events and other activities to raise awareness of students, youth groups and various public audiences;
- Help expand the use of environmental education principles and forestry-specific materials in youth and adult education statewide.

## **MAJOR DUTIES**

Project Learning Tree – Coordination and delivery of Oklahoma's PLT program, and may include but not be limited to the following: organize and present educator workshops to increase use of PLT materials in the classroom; develop a mutually beneficial partnership with ODAFF Market Development and

incorporate PLT activities in Ag in the Classroom programs; promote the program to expand the influence of PLT in Oklahoma; prepare reports, coordinate with the National PLT office.

Youth Forestry Camp – Organize, coordinate and direct the annual, week-long Youth Camp at Beavers Bend State Park. Activities will include establishing and facilitating a planning committee, organizing and scheduling the educational activities and program, soliciting sponsorships, arranging for facilities and meal service, promoting attendance and serving as on-site Camp Director.

Events – Organize Forestry Services' participation at large-scale public educational events, such as the Governor's SeptemberFest, the Wildlife EXPO and similar events.

Arbor Week – In support of Arbor Week, plan and coordinate statewide educational activities and tree planting ceremonies and awards programs at schools.

Group Presentations – Present appropriate forestry information to various groups, including school and Scout programs, professional development workshops for teachers, teacher tours and Smokey Bear programs. Develop exhibits or activities for special events to raise the awareness of educators and provide materials for use in the classroom.

Education Materials – Help develop educational resource materials for use by Forestry Services field offices and provide training to foresters. Organize and carry out special projects as opportunities arise.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Work is generally conducted in an office or classroom environment. Employee must be capable of lifting and moving boxes of supplies, brochures or books; office furniture or equipment; exhibit cases; and forestry and hand tools, using appropriate equipment as necessary. Work may be performed outdoors, occasionally in cold, windy or inclement weather, and expose employee to dust, pollution, soil or pollen and insects, as well as infectious diseases and minor illnesses, such as colds, flu, etc. Travel may expose employee to hazardous driving and traffic conditions.

### **TRAVEL OR SPECIAL REQUIREMENTS:**

Travel time varies considerably, depending on time of year, funding and activity. Occasional overnight travel is expected. The employee will travel frequently in-state to conduct workshops and occasionally to attend meetings of the agency or organizations, and may attend out-of-state conferences.

**MINIMUM QUALIFICATIONS:**

A Bachelor's of Science degree in forestry or a closely related field, environmental science or the natural sciences; OR a degree in education, with classroom teaching experience in the natural sciences, is required. Familiarity with Windows-based software, including Word, Excel, PowerPoint and Outlook is required.

**APPLICATION METHOD:**

**Submit:**

- A cover letter stating the title of the position for which you are applying, a mailing address, a daytime phone number where you may be reached, and your email address.
- A copy of your college transcript
- A resume (including professional references)

Application materials should be submitted by mail or in person to:

Oklahoma Forestry Services Attention: Mark Bays, 2800 N. Lincoln Blvd. Oklahoma City, OK 73105, or by email to [mark.bays@ag.ok.gov](mailto:mark.bays@ag.ok.gov) or by fax 405-522-4583 **no later than 5:00p.m. on August 10, 2012**

**FOR FURTHER INFORMATION CONCERNING THIS POSITION PLEASE CONTACT:** Mark Bays 405-522-6150

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