

## About Solano Resource Conservation District

Solano Resource Conservation District (Solano RCD) is a special district to the State of California which works closely with a variety of local and regional partners to enhance and protect Solano County watersheds through strategic restoration activities, water education and outreach programs, and by offering conservation planning and watershed coordination services to local residents and landowners. Solano RCD staff and its Board of Directors strive towards excellence, equity, inclusion, collaboration, and appreciation in the work performed and welcome candidates who share these same values.

## Position Summary

This position varies from 30% to 50% of full time equivalent (FTE) from August through June in the 2023-24 school year. Depending on the anticipated number of hours, educators may receive 50% of organization benefits, including a health stipend and holiday pay. Total number of actual work hours will vary each week and depending on needs of each educator. Program schedules are planned in advance and arranged to accommodate employee needs. This position is seasonal and non-exempt.

Individuals selected for this position will occasionally report to the Solano RCD office located in Dixon, CA, and will also attend lessons and field trips in the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo, and some unincorporated areas of Solano County.

The Program Educator is responsible for facilitating a variety of water-focused environmental education programs provided to school-age youth throughout Solano County. The work of the Program Educator is to ignite curiosity and inspire children and teens to explore, understand, and care for their local watershed.

## Work Hours

To perform assigned duties, the employee will be required to work on scheduled days, between Monday and Friday, from 8:00am to 3:00pm. Work schedules can be arranged in advance as requested by Program Educator.

## Essential Duties and Responsibilities

This position will implement several Solano RCD watershed education programs throughout Solano County, which may include two or more of the following programs: the Watershed Explorers Program (3rd grade), the Suisun Marsh Watershed Program (6th grade), the Biomonitoring Program (High School), and the School Water Education Program (K-12). Major responsibilities include:

### 80% K-12 Student Engagement

- Provide classroom lessons through prepared in-person (or virtual presentations) and hands-on activities based on discussions, modeling, and problem solving.
- Engage groups of 10-15 students in an outdoor setting through prepared field trip activities. Take students on a nature hike and provide activities such as nature journaling, making and recording observations, finding evidence to draw conclusions, etc.
- Support development of new or existing program activities by providing feedback and ideas.
- Work to ensure that program participants feel safe and included.

### 15% Meetings, Trainings and Supply Coordination

- Participate in weekly staff meetings and trainings on ecology, teaching techniques, field safety, and student management.
- Coordinate and maintain program supplies and equipment.
- Occasionally deliver supplies to schools, trip sites, the Dixon office, or other staff.

## 5% Administration

- Complete and submit timesheet and mileage forms.
- Respond to work-related phone calls and emails.

## Minimum Qualifications

**Experience:** Bachelor's degree from an accredited college or university in ecology, biology, environmental science, K-12 education, environmental education; or a sufficient background consisting of relevant experience or skills transferable to the position (minimum 2 years' experience in relevant field).

## Desired Qualifications

- Strong ability to lead and excite K-12 students in classroom and nature-based settings.
- Knowledge of the principles, methods, and techniques of outdoor science and environmental education.
- Basic understanding of the natural resources, water resources, and cultural history of Solano County.
- Strong capacity to interact with communities that are typically underrepresented in outdoor spaces.
- Interest and ability to learn and present program curriculum.
- Interest and ability to learn basic ecological and watershed science concepts.
- Strong time management and organizational skills.
- Strong interpersonal skills and ability to work well with a collaborative team as well as independently.
- The ability to speak, read, and/or write in a language other than English representative of Solano County's diverse communities.
- Proficiency with Microsoft Office 365.

## Conditions of Employment

- Must complete and pass a Department of Justice (DOJ) background check upon acceptance of job offer. The cost associated with a background check is paid by Solano RCD.
- Must be able to work in a variety of environments, including sitting inside at a computer for long periods of time as well as standing/walking outdoors in extreme temperatures, as well as on uneven terrain.
- Maintain a valid California Class C Driver's License and have personal liability vehicle insurance.
- Must be able to occasionally lift, bend, stoop, kneel, and carry heavy objects up to 25 pounds.
- Employment at the Solano RCD is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the District.

## Compensation and Benefits

This position's pay range is between \$23-\$28 per hour. Applicant's starting pay will be based on experience.

## How to Apply

**Submission:** Submit a cover letter describing your interest in the position and a detailed resume with three professional work references to Caitlyn Morrissey at [caitlyn.morrissey@solanorcd.org](mailto:caitlyn.morrissey@solanorcd.org). Mailed application materials are also accepted. Applications will be accepted on a rolling basis until positions are filled.

**Selection Process:** The application materials for applicants meeting the minimum qualifications will be reviewed by a screening panel to select the best qualified for interview. Solano RCD reserves the right to set up a written test, performance test, and/or other assessment procedures before or after the interview process. Possession of minimum qualifications does not guarantee an interview.

**Special Testing Arrangements:** If you require special arrangements due to a verified disability or medical condition, please contact Caitlyn Morrissey at (707) 678-1655 x 3.

*Solano Resource Conservation District is an equal opportunity employer and does not discriminate based on race, religion, color, sex, gender identity or expression, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other status covered by local, state, or federal law. Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve.*