

# Job Title: CONSERVATION EDUCATION REPRESENTATIVE - 0930000

**Agency:** Department of Natural Resources

**Closing Date/Time:** 03/25/2022

**Salary:** \$2464.00/month

**Job Type:** TEMPORARY POSITION

**County:** Jackson

**Number of Vacancies:** 1

**Plan/BU:** RC-062

Under direction, develops, executes, and presents programs, activities and events to the general public, school groups, and special interest groups at Illinois state parks, state fish and wildlife areas, conservation areas, state natural areas, and state recreation areas.

**NOTE: THIS POSITION IS A TEMPORARY POSITION THAT WILL NOT EXCEED SIX MONTHS.**

**Collective Bargaining Agreement language applies to this requisition: We are currently transitioning away from a paper application process to an electronic application process.**

**This position has not been transitioned. Please follow the directions below when applying to this position.**

**DO NOT APPLY ONLINE  
\*\*DO NOT CLICK THE APPLY BUTTON\*\***

**CPlease see below for application instructions. CMS100/B Employment Application and applicable documentation should be submitted to the Agency contact listed below.**

## Posting Identification #12-35-12903

### Position Overview

The Office of Land Management is seeking a qualified individual with a background in journalism, English, or public speaking with an interest in the outdoors. The successful candidate will be involved in and presenting programs, activities, and events to the general public, school groups, and special interest groups. The ideal candidate must be able to be engaging with the public and effectively communicate in both person and social media. We encourage all qualified candidates to apply.

### Job Responsibilities

1. Presents programs, activities, and events to the general public, school groups, and special interest groups at Giant City State Park:
  - Copies, prepares and delivers educational information designed to instill appreciation and understanding of conservation ethics
  - Gathers information to give to park visitors about environmental awareness
2. Becomes familiar with department rules, regulations, and park history:
  - Develops working knowledge of park history, park geologic features and trail system by training pamphlets and exploring the state ground
  - Answers questions to the public regarding historical, ecological and recreational aspects of the park and surrounding area
  - Interprets departmental rules and regulations regarding hunting, camping and fishing

3. Develops and implements the natural or outdoor recreational site's interpretive program plan:
  - Inspects trail conditions by walking park grounds
  - Plans evening and daytime visitor activities, which include foot, aquatic and automotive tours
  - Prepares press releases for us by the local or area news media
  - Organizes and schedules interpretive programming efforts with area educators in order to maximize benefits for visiting school groups
  - Plants trees and/or prairie grass with school groups
  - Plans and constructs temporary exhibits and displays for the site's interpretive center and makes alterations and improvements to the center
  - Maintains and updates social media outlets
  - Travels throughout the state
4. Trains park volunteers for ongoing needs or special events:
  - Organizes and schedules volunteers for events throughout the park
  - Provides guidance and instruction to volunteers on proposed projects
  - Monitors projects to ensure volunteers have required equipment
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### **Minimum Qualifications**

1. Requires knowledge, skill, and mental development equivalent to completion of four years of college, with courses in journalism, English, or public speaking.
2. Prefers courses in Parks & Recreation, historic preservation, wildlife resources, related biological or environmental sciences, fisheries, forestry, biology, or ecology.
3. Prefers two years professional experience in a public education or information program in a public or private agency.

### **Knowledge, Skills, and Abilities**

1. Prefers elementary knowledge of the principles and materials of conservation education.
2. Prefers elementary knowledge of the methods and techniques of disseminating conservation educational materials to the public.
3. Prefers ability to present ideas effectively, both orally and in writing.

### **Conditions of Employment**

1. Requires possession of a valid Driver's License.
2. Requires ability to pass background check.

### **About the Agency**

Charged with preserving, protecting and promoting Illinois' natural resources, Illinois Department of Natural Resources (IDNR) employees oversee water, wildlife, wetlands and oil wells, parks, historic sites – and everything in between. Employment opportunities vary greatly, often providing employees the chance to work indoors and out in a dynamic yet relaxed environment.

The Office of Land Management (OLM) oversees nearly 400 individual parcels of land and institutes a wide variety of programs and activities advocating outdoor recreation through sustainable use, conservation, and preservation. The Historic Sites Division of the Office of Land Management oversees 57 Historic Sites, Monuments, and Memorials. OLM facilitates activities from small group interpretive programming at Historical Sites, to hiking, hunting, fishing, boating, and camping.

**Work Hours:** Fri. - Tues. 8:00am - 4:00pm, 1/2 hour lunch, Wed/Thurs Off

**Work Location:** Giant City State Park, 235 Giant City Rd Makanda, IL 62958-3207

### **Agency Contact:**

Calvin Beckmann

Giant City State Park

235 Giant City Rd.

Makanda, IL 62958

PHONE: 618-457-4836

Email: calvin.beckmann@illinois.gov

**Job Function:** Sciences and Natural Resources

### **APPLICATION INSTRUCTIONS**

**DO NOT APPLY ONLINE.** Please submit appropriate application (see below) to the Agency Contact listed above.

**CANDIDATES MUST SUBMIT A SEPERATE BID FORM (as applicable) AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.**

#### **Current State Employees:**

- Seeking a Promotion – Submit an **Official Position Vacancy Bid Form and CMS-100B Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - Older versions of the **CMS-100B** will not be graded or returned to applicants.
  - Failure to complete and submit the new **CMS-100B**(version dated 9/2020 or after) will result in your application being rejected.
- Seeking a Transfer – Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
  - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.
- Seeking a Reduction - Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
  - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

#### **Former State Employees:**

- Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to the Agency Contact address listed above.
  - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
  - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

#### **Non-State Employees:**

- Submit a **CMS-100 Employment Application** (version dated 9/2020 or after)and official college transcripts(Where applicable) to the Agency Contact address listed above.
  - Documentation is required for each Posting/Bid ID or your application(s)will be rejected.
  - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.