



PETER FRANCISCO
SOIL AND WATER CONSERVATION DISTRICT
16842 W. JAMES ANDERSON HWY • BUCKINGHAM, VIRGINIA 23921
PHONE (434) 983-7923

SERVING BUCKINGHAM AND CUMBERLAND COUNTIES



Application Instructions for:
Part-time Conservation Education Coordinator Position

Applications submitted by facsimile or other electronic means will not be accepted.

Submit your application packet directly to the Peter Francisco Soil and Water Conservation District office by close of business (3:00 p.m.) **on Monday, July 24, 2023**. Late applications will result in your application not being considered. There will be no exceptions. Contact person for additional information:

Sherry Ragland, District Manager, (434) 983-7923.

Submit application packet to:

Peter Francisco SWCD
16842 W James Anderson Hwy
Buckingham, VA 23921

Required Documents to be Submitted by Applicants:

1. Cover letter
2. A DPT Form 10-012 Commonwealth of Virginia State Application for Employment
<http://jobs.virginia.gov/emplapplication.html>
3. Resume – to include written response explaining how you meet the following Knowledge, Skills and Abilities (KSAs) to include additional information not already submitted in your Virginia application.
 - a) *Ability to communicate effectively in English, using both written and oral forms of communication*
 - b) *Proficiency in the Microsoft Office suite of programs (Word, Excel, PowerPoint, Outlook)*
 - c) *Ability to develop and maintain effective working relationship with others*
 - d) *Ability to work independently and as a team member*
 - e) *Ability to work with the public and local public entities served by the District*
 - f) *Ability to attend specialized educational trainings to better meet position goals*
 - g) *Experience in providing environmental education (knowledge of agriculture, conservation and natural resources)*
 - h) *Ability to work with youth in an educational setting*
 - i) *Knowledge of grant writing; ability to seek out appropriate grants*
4. College transcripts (if applicable)

Additional Information for Applicants:

1. Do not send position descriptions, manuscripts, personal endorsements, training certificates, publications, work samples or another unsolicited material, they will be discarded. References to these items may be made in your application or KSA response.
2. Application packet will not be returned to you.

A professional application gives a positive impression to the Board. It is recommended that you make every effort to assure your application is neat, legible, and error free.

Peter Francisco SWCD Job Description – Part-Time Conservation Education Coordinator

Compensation: 24 – 35 hours per week ; salary to commensurate with experience
No benefits
6-month probationary period

Description of Work:

This position includes educational outreach for pre K-12, adult education and community outreach concerning environmental and conservation education. This person will work with volunteers, interns, and agency/partner staff in delivery of programs and information. Audiences will include students, adults, local government, and private landowners. The Conservation Education Coordinator is under the supervision of the District Manager and Peter Francisco Soil and Water Conservation District (PFSWCD) Board of Directors, who will work with employee to establish priorities. This position does require occasional evenings and weekends.

Qualifications:

- High School Diploma/Equivalent required; college degree preferred and/or work experience in related field.
- Knowledge or experience in agricultural, natural resources, and conservation preferred.
- Ability to pass the Background Check.
- Have a valid Virginia driver's license, insurance, have a good driving record and be able to operate motor vehicles during day and night hours, on both public and private roads. Will be required to use personal vehicle and will be reimbursed for qualifying mileage if a District vehicle is unavailable.
- Be able to lift, move, and load items weighing up to 50 pounds.
- Have the ability to traverse rough terrain.
- Maintain a clean and neat appearance consistent with the public contact aspect of the position. Be a positive role model.

Duties:

1. Develop and implement education programs for youth and adults with an emphasis on environmental education, natural resource conservation, and non-point source pollution.
2. Become a trained facilitator (within the first year of employment) in Projects Wet, Wild, and Learning Tree, and deliver educational programs incorporating these curricula.
3. Prepare district informational newsletters for teachers, landowners and farmers twice a year.
4. Coordinate and deliver the District's Youth Environmental Education Programs – classroom presentations, Youth Conservation Camp, Environmental Day Camp, youth Conservation Poster Contest, Youth Educational Scholarship, and community service-learning opportunities (i.e. river clean-ups, tree planting projects, etc.)
5. Maintain supplies needed for educational programs and activities.
6. Coordinate the District's Envirothon Education program. Cooperatively work with local team(s), coach(es), school systems and other state agencies.
7. Prepare and submit grant proposals and funding applications in support of the District's educational efforts.
8. Develop and implement a sound public relations program. This will include regular updates to the PFSWCD website and regular communications with schools and the news media, as well as individuals, agencies and organizations.
9. Become familiar with available cost-share programs within the SWCD and NRCS and have the ability to direct inquiries to the appropriate individual.
10. Represent PFSWCD at conservation education related meetings and other meetings pertinent to the PFSWCD education program. This may require attendance of meetings during and after regular working hours within and outside of the District as directed by the District manager and PFSWCD Board.
11. Perform office functions for PFSWCD such as answering phones, greeting visitors, and accepting cost-share applications.
12. Complete correspondence and reports in a timely and professional manner.
13. Assist in the development of the Annual Plan of Work, fiscal year budgets, and other related District reports.
14. Provide monthly reports to the Board of Directors for each monthly meeting, and attend those meetings when other duties allow.
15. Perform all other duties assigned by the PFSWCD Board of Directors and District Manager.

(continued on next page)

Required Knowledge, Skills and Abilities:

1. Have a proven ability to communicate effectively in English, using both written and oral forms of communication.
2. Be proficient in the Microsoft Office suite of programs (Word, Excel, PowerPoint, Outlook).
3. Ability to develop and maintain effective working relationship with others.
4. Ability to work independently and as a team member
5. Ability to work with the public and local public entities served by the District.
6. Willing to attend specialized educational training to better meet position goals.

Preferred Knowledge, Skills, Abilities:

1. Experience in providing environmental education.
2. Experience working with youth in an educational setting.
3. Experience in grant writing; ability to seek out appropriate grants.

Commonwealth of Virginia

Send this application directly to the agency announcing the vacancy.

An Equal Opportunity Employer

Application for Employment

Employees and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by calling the agency to which you are applying.

1. Position applied for _____ 2. Agency _____

3. Social Security No.* _____
**Note: Completion of question three is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social security number may be required on other forms prior to employment.*

4. Full legal name _____ 5. Phone _____

6. Address _____ 7. Email _____

8. EDUCATION

a. Check highest grade completed: 1st ___ 2nd ___ 3rd ___ 4th ___ 5th ___ 6th ___ 7th ___ 8th ___ 9th ___ 10th ___ 11th ___ 12th ___

b. If you did not complete high school, do you have a high school equivalency diploma? Yes ___ No ___

c. Check number of years of post-high school education completed: 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___ 8+ ___

d. Institution (Name & Location)	Degree or Certificate Received	Major or Specialty	Minor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

e. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date:

9. EXPERIENCE Use this section to highlight your knowledge, skills, and abilities which best demonstrate your qualifications for this position.

a. May we contact your present supervisor? NO ___ YES ___

b. Computer software experience – Please describe your computer and software proficiency using Microsoft Word, Excel, Outlook, PowerPoint, and Access; Quickbooks Pro; Adobe Acrobat Pro and any other relevant software you think may be useful. Be sure to specify the types of functions used and documents or products produced with each program.

Software	Functions Used	Documents or Products Created
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

c. Other qualifications: Use this space for any additional information you think would help us evaluate your application, including certifications, training, seminars, workshops, and special achievements or specialized skills

d. License (to include driver's), certificate or other authorization to practice a trade or profession.

Type	License Number	Granted By (licensing board)
_____	_____	_____
_____	_____	_____

Starting with the most recent, describe ALL paid, military, and applicable voluntary experience. You may list significantly different jobs within the same organization as separate items. highlight your knowledge, skills, and abilities which best demonstrate your qualifications for this position. Use Supplemental Experience Form(s) for additional space.

i. Job Title: _____ **Duties:** _____
 Employer: _____
 City & State: _____
 Ending Salary: _____ Hours/week: _____
 Dates (month/year): _____ to: _____
 # and title of employees you supervised: _____
 Equipment/Software used: _____
 Reason for leaving: _____

ii. Job Title: _____ **Duties:** _____
 Employer: _____
 City & State: _____
 Ending Salary: _____ Hours/week: _____
 Dates (month/year): _____ to: _____
 # and title of employees you supervised: _____
 Equipment/Software used: _____
 Reason for leaving: _____

iii. Job Title: _____ **Duties:** _____
 Employer: _____
 City & State: _____
 Ending Salary: _____ Hours/week: _____
 Dates (month/year): _____ to: _____
 # and title of employees you supervised: _____
 Equipment/Software used: _____
 Reason for leaving: _____

10. REFERENCES List names, addresses and relationships of three persons not related to you who know your qualifications.

Name	Title/Relationship	Address	Email	Telephone

11. MISCELLANEOUS

- a. Check which shift you will accept: DAY EVENING NIGHT ROTATING WEEKENDS SPECIFY SHIFT HOURS: _____
- b. Check which job status you would accept: FULL-TIME PART-TIME (SPECIFY) _____
- c. Check which employment status you'd accept: SALARIED (BENEFITS) HOURLY (NO BENEFITS) PART-TIME SALARIED (LEAVE BENEFITS ONLY)
- d. Are you willing to travel? NO YES
 If yes: DURING THE DAY ONLY OCCASIONALLY OVERNIGHT FREQUENTLY OVERNIGHT
- e. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? YES NO
- f. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.
 Are you willing to provide your own transportation if necessary for your employment? YES NO
- g. Section 2.1-32.1 of the Code of Virginia prohibits any board, commission, department, agency, institution, or instrumentality of the Commonwealth from employing a person who is required to present himself and submit to the federal Selective Service registration requirement and failed to do so. If you are/were required to register for the Selective Service, have you done so? YES NO
 If no, state reason: _____
- h. For purposes of compliance with Section 2.1-112 of the Code of Virginia, check here if you are you a veteran who received an honorable discharge and served more than 180 consecutive days of full-time active duty in the US Army, Navy, Air Force, Marines, or reserve components thereof, including the National Guard.
 If so, did you serve during the Vietnam Conflict (2/28/61-3/7/75)? YES NO

12. When will you be available to start work? No date necessary if you are available as soon as you give two (2) weeks notice. MONTH: _____ DAY: _____ YEAR: _____

13. CERTIFICATION I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of the Commonwealth of Virginia. I understand that all information on this application is subject to verification, and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize the agency to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations, or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

Date _____ Applicant Signature _____

SUPPLEMENTAL EXPERIENCE FORM

Name: _____

Position Applying For: _____

In reverse chronological order, continue to describe *ALL* paid, military, and applicable voluntary experience. You may list significantly different jobs within the same organization as separate items. highlight your knowledge, skills, and abilities which best demonstrate your qualifications for this position.

Job Title: _____ **Duties:** _____
Employer: _____
City & State: _____
Ending Salary: _____ Hours/week: _____
Dates (month/year): _____ to: _____
and title of employees you supervised: _____
Equipment/Software used: _____
Reason for leaving: _____

Job Title: _____ **Duties:** _____
Employer: _____
City & State: _____
Ending Salary: _____ Hours/week: _____
Dates (month/year): _____ to: _____
and title of employees you supervised: _____
Equipment/Software used: _____
Reason for leaving: _____

Job Title: _____ **Duties:** _____
Employer: _____
City & State: _____
Ending Salary: _____ Hours/week: _____
Dates (month/year): _____ to: _____
and title of employees you supervised: _____
Equipment/Software used: _____
Reason for leaving: _____

Job Title: _____ **Duties:** _____
Employer: _____
City & State: _____
Ending Salary: _____ Hours/week: _____
Dates (month/year): _____ to: _____
and title of employees you supervised: _____
Equipment/Software used: _____
Reason for leaving: _____

Job Title: _____ **Duties:** _____
Employer: _____
City & State: _____
Ending Salary: _____ Hours/week: _____
Dates (month/year): _____ to: _____
and title of employees you supervised: _____
Equipment/Software used: _____
Reason for leaving: _____

Position applied for: _____

How did you find out about this employment opportunity?

- _____ Newspaper*
 - _____ Radio/TV*
 - _____ Virginia Employment Commission
 - _____ Department of Human Resource Management web page
 - _____ State RECRUIT system
 - _____ Agency web page
 - _____ Local Library
 - _____ Other (please specify)
- _____

* specify name of newspaper or other media

Pursuant to federal regulations, we collect responses to the questions below for record keeping purposes. This optional information will **NOT** be kept with your application for employment. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion, or disability.

Check the block for the racial or ethnic group with which you identify:

- _____ White (includes Arabian)
- _____ Black (includes Jamaican, Bahamians and other Caribbeans of African but not Hispanic or Arabian descent)
- _____ Hispanic (includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture)
- _____ Asian or Asian American (includes Pakistanis, Indians, and Pacific Islanders)
- _____ American Indian (includes Alaskans)

Check the appropriate block:

- _____ Female
- _____ Male

Please indicate your date of birth: ____/____/____

FOR OFFICE USE ONLY
EEO Category: _____