



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CONSERVATION EDUCATOR III

Job Number: 21000104

Job Code: 71850V161016

Job Group: 7100 - AGRICULTURAL AND WILDLIFE SCIENCE

Job Established: 11/16/2011

Job Revised: 10/16/2016

Grade: 14	Salary (MIN - MID):	Special Entrance Rate:
	\$18,075-\$23,944 - Hourly	NONE
	\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary	NONE
	\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Develops, plans, presents or teaches two or more types of conservation education or outdoor skills programs in an assigned area to include, hunter courses, boating education courses, aquatic education courses, Project WILD, archery or shooting skills courses; coordinates two or more types of programs and events; represents KDFWR at events; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in a natural or physical science, education, recreation, or related field.

EXPERIENCE:

Must have three years of experience in conservation education or related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in a natural or physical science, education, recreation or a related field will substitute for one year of experience as a conservation educator.

Substitute EXPERIENCE for EDUCATION:

None

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must be 21 years old and possess either a hunting or fishing license issued by the Kentucky Department of Fish and Wildlife Resources, and certification in first aid and CPR. Must

also have two of the following certifications: Basic Archery Instructor, Hunter Education Instructor, Bow Hunter Education Instructor, Boating Education Instructor or Project WILD. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates the presentation of conservation education, outdoor skills, and shooting skills programs in an assigned area. Contacts school administrators, extension agents, and other officials to arrange a monthly schedule of classes. Develops and presents lessons on conservation of natural resources, conservation education programs, and outdoor and shooting skills. Coordinates the work of conservation educators, interim employees, volunteers, and camp counselors. Provides supervision and instruction at conservation camps or to the general public in outdoor skills, and conservation programs. Recruits, trains, and supervises interim employees, volunteers, and camp counselors. Prepares camp rosters, and rosters of program students. May distribute and receive applications to attend conservation camp, collect and deposit checks and money orders from campers, and arrange or coordinate transportation of campers. Research literature pertinent to conservation programs, outdoor skills, and shooting skills in preparing lessons. Prepares various reports and correspondence such as activity reports, budget reports, supply orders, and requests for information. Operates, maintains, and inventories larger amounts of assigned equipment including firearms. Applies and interprets rules, regulations, and policies dealing with conservation education programs.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to use firearms and archery equipment safely and proficiently, lift heavy objects, carry 25 pounds of equipment several hundred yards, and operate outdoors during inclement weather. Must be able to run, stoop, bend, push, pull, and lift heavy object or child from an unsafe place and traverse rugged terrain.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an outdoor classroom setting and on outdoor firing ranges. May work in residential camp setting with 200 campers per week.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R. 115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.