

COMMONWEALTH OF PENNSYLVANIA  
invites applications for:



## 3201-C46-Environmental Education Specialist

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**SALARY:** \$21.45 - \$32.61 Hourly  
**JOB TYPE:** Civil Service Seasonal Full-Time  
**DEPARTMENT:** Fish & Boat Commission  
**LOCATION:** Montgomery County  
**OPENING DATE:** 02/05/18  
**CLOSING DATE:** 02/20/18 11:59 PM  
**JOB CODE:** 54800  
**POSITION NUMBER:** 50546532  
**UNION:** AFSCME  
**BARGAINING UNIT:** B4  
**PAY GROUP:** ST06  
**BUREAU/DIVISION CODE:** Outreach, Education, & Marketing

**WORKSITE ADDRESS:** DEP Southeast Regional Office  
**WORKSITE ADDRESS:** 2 E. Main Street  
**CITY:** Norristown  
**ZIP CODE:** 19401-4915  
**CONTACT NAME:** Carol Miller  
**CONTACT PHONE:** 717-705-7826  
**CONTACT EMAIL:** carolmil@pa.gov

**THE POSITION:**

**OPEN TO ALL COMMONWEALTH EMPLOYEES.**

This is a seasonal position; 37.5 hours per week with a varying work schedule, including weekends.

Person will work from March 1 - December 15 and each year thereafter contingent on funding.

Coordinates the activities of mobile First Catch centers, through the Guan Fishing Program.

### **DESCRIPTION OF WORK:**

Operates and maintains the Guan Fishing mobile fishing center, which includes PFBC vehicle, trailer, and associated equipment. Gaun Fishing activities take place in the Philadelphia metropolitan area, which includes Philadelphia, Bucks, Chester, Delaware, and Montgomery Counties. Promotion of Gaun activities may take place outside of this operating area

Plan, schedule, and conduct angler education and outreach programs at various locations within the area of operation. This includes basic level programming delivered in a classroom or outdoor setting, and may include fishing experiences. These initiatives are part of the PFBC's larger Recruitment, Retention, and Reactivation (R3) efforts to increase participation in fishing.

Plan, schedule, and carry out informal meet-up events at locations within the area of operation. These fishing events provide an informal opportunity for individuals to obtain assistance from PFBC staff, as well as establishing a social network of participants.

Recruit, develop, and retain Fishing Skills Instructors to deliver PFBC angler education programs in the area of operation. This includes conducting Fishing Skills Instructor training for laypersons, classroom educators, recreation professionals, and leadership in social service organizations.

Establish and maintain relationships with community partners, in order to increase the PFBC's capacity to deliver angler education and other R3 programs.

Prepare drafts of articles, text for publications, curriculum materials, and other instructional resources used in Guan Fishing programs and promotional efforts.

Collect photos and video using digital camera equipment for use in social media, educational products. Assists other staff in production of videos, slides, and other visual aids.

Drafts materials to promote Gaun Fishing Center activities. Distributes final versions as directed. Interacts with local media in the promotion of Guan Fishing Center activities.

Use social media to promote PFBC activities and programs within the region. This promotion includes preparing text and or visual posts, scheduling of activity, and monitoring public response.

Generates social media content related to sport fishing in the area as well as Guan Fishing Center activities.

Coordinate and distribute regional loaner equipment and materials for use by Commission staff, volunteers, instructors and other partners. Maintains inventory of this equipment and materials.

### **Essential Functions:**

1. Demonstrates excellent oral and written communication, sound reasoning, and group facilitation skills.
2. Sufficient physical strength and stamina to complete duties, including lifting and/or moving objects weighing over 50 pounds, sometimes overhead.
3. Works in various weather conditions and on various terrains, sometimes for extended periods of time, including nights.
4. Establishes and maintains effective working relationships with colleagues, program partners, volunteers, and participants of all ages and abilities.
5. Works independently with minimal supervision
6. Develops and delivers environmental education and interpretive programs, publications, exhibits, and audio visual presentations.
7. Demonstrates knowledge and proficiency with PC-based computer systems and mobile devices, and a variety of social media platforms.
8. Travels frequently, with occasional overnight.

### **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**

1. Meet the minimum experience and training required for the job: A bachelor's degree in environmental education, education, the natural sciences, social sciences, or parks and recreation;

or

An equivalent combination of experience and training.

CONDITION OF EMPLOYMENT: Willingness to work weekends and evenings. Willingness to wear a prescribed uniform.

2. Be a resident of Pennsylvania.

3. Be eligible for selection in accordance with Civil Service rules.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Class C Driver's License
- First Responder First Aid as recognized by the PA Department of Health
- First Responder CPR as recognized by the PA Department of Health

## EXAMINATION INFORMATION:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists (Fill by examination in accordance with collective bargaining.)
- Promotion Without Examination
- Transfer
- Reassignment
- Reinstatements
- Voluntary Demotion

### Eligibility - Competitive Promotion Without Examination Only

#### CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:

We will also consider applications from current Commonwealth employees in Pay Scale Group 5 for which there is a logical occupational, functional, or career development relationship to this posted position. All applicants must meet the minimum experience and training requirements.

#### Selection Criteria

1. Minimum experience and training required for the job.

2. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet standards.

3. Seniority, defined as a minimum of one year(s) in the next lower class(es) by the posting closing date of 02/20/18.

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

#### Application Instructions

1. Interested qualified applicants **must** submit all requested materials as specified in the "How to Apply Section". **Failure to comply with these application requirements will eliminate you from consideration for this position.**

2. Additional information may be obtained by calling: (717) 705-7826.

**How to apply:** The following materials must be submitted with the online application by **February 20, 2018:**

1. Resume
2. Most Recent Employee Performance Review

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.employment.pa.gov/>

Position #I-2018-11261  
3201-C46-ENVIRONMENTAL EDUCATION SPECIALIST  
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OUR OFFICE IS LOCATED AT:  
613 North Street  
Harrisburg, PA 17120

[jobs@pa.gov](mailto:jobs@pa.gov)

An Equal Opportunity Employer

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### 3201-C46-Environmental Education Specialist Supplemental Questionnaire

- \* 1. Are you a current Commonwealth employee?  
 Yes    No
  
- \* 2. Are you a resident of Pennsylvania?  
 Yes    No
  
- \* 3. Do you currently hold regular Civil Service status as a Commonwealth employee?  
 Yes    No
  
- \* 4. Do you possess a current/valid Pennsylvania Class C driver's license?  
 Yes    No
  
- \* 5. Are you available to work from March to the middle of December?  
 Yes    No
  
- \* 6. Are you able to work nights and weekends?  
 Yes    No
  
- \* Required Question