### Forest Education Specialist

#### Position Information

<table>
<thead>
<tr>
<th>Position Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Working Title</strong></td>
<td>Forest Education Specialist</td>
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<tr>
<td><strong>Role Title</strong></td>
<td>Education Support Spec III - 29144</td>
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<tr>
<td><strong>Job Open Date</strong></td>
<td>08/31/2015</td>
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<tr>
<td><strong>Job Close Date</strong></td>
<td>Open Until Filled</td>
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<tr>
<td><strong>Is this position funded in whole or in part by the American Recovery &amp; Reinvestment Act (Stimulus Package)?</strong></td>
<td>No</td>
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<tr>
<td><strong>Hiring Range</strong></td>
<td>$35,000 minimum – starting salary depends on experience</td>
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<tr>
<td><strong>Agency</strong></td>
<td>Dept of Forestry (411)</td>
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<tr>
<td><strong>Agency Website</strong></td>
<td><a href="http://www.dof.virginia.gov">www.dof.virginia.gov</a></td>
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<tr>
<td><strong>Location</strong></td>
<td>New Kent - 127</td>
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<tr>
<td><strong>Position Number</strong></td>
<td>00398</td>
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<tr>
<td><strong>Job Posting Number</strong></td>
<td>1004374</td>
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<tr>
<td><strong>Type of Recruitment</strong></td>
<td>General Public - G</td>
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<tr>
<td><strong>Does this position have telework options?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Bilingual/Multilingual Skill Requirement/Preference</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Job Type</strong></td>
<td>Full-Time (Salaried)</td>
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<tr>
<td><strong>Job Type Detail</strong></td>
<td>Full-Time Salaried - Non-Faculty- FTS-1</td>
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<tr>
<td><strong>Pay Band</strong></td>
<td>04</td>
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<td><strong>Job Description</strong></td>
<td>The Virginia Department of Forestry (DOF) is seeking an experienced education professional to coordinate Virginia’s Project Learning Tree (PLT) program and to coordinate conservation education programs at the New Kent Forestry Center (NKFC). Duties include: serving as the state liaison with the PLT International office and working with the state PLT Advisory</td>
</tr>
</tbody>
</table>
Committee to direct PLT in Virginia; managing the PLT budget; promoting the PLT program to formal and non-formal Virginia educators; recruiting, training and managing PLT facilitators and other volunteers; working with the agency’s Conservation Education Coordinator on strategies to meet the growing need for youth natural resource education; developing SOL-correlated forest education programs, facilities and self-guided activities for groups visiting the NKFC; marketing the NKFC to schools and other groups, and scheduling, leading and evaluating group programs and other educational events.

Minimum Qualifications
Bachelor’s Degree in Forestry, Environmental Education or a related natural resource or science field; minimum of 5 years’ experience in formal and/or non-formal education; considerable knowledge of and experience using teaching methods appropriate for both adults and children; experience and knowledge of curriculum design and evaluation methodology; working knowledge of Virginia’s natural resources; excellent written, oral and interpersonal communication skills; ability to effectively organize work and prioritize tasks with limited supervision; ability to establish and maintain effective working relationships with personnel from various state and federal agencies, local schools, cooperators and the public; demonstrated ability to recruit, train, manage and motivate volunteers; experience in acquiring and managing grants; valid driver’s license, and proficiency using a PC and Microsoft Office software required.

Preferred Qualifications

Special Requirements
A fingerprint-based criminal history check is required for final candidate.

Special Instructions to Applicants
Only online applications will be accepted for this position.

Contact Information
Name
Amanda Martens
Phone
Fax
Email
amanda.martens@dof.virginia.gov
Address

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Do you have an Interagency Placement Screening Form (Yellow Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only);
   ○ Yes
   ○ No
   ○ Not Applicable
2. * Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only)
   ○ Yes
   ○ No
   ○ Not Applicable
3. * How did you find this employment opportunity?
   ○ State Recruitment Management System (RMS)
Commonwealth Of Virginia HR Suite :: Posting Print Preview

- Agency Website or Bulletin Board
- Job Board (Indeed, Monster, Dice, etc.)
- Social Media (Twitter, Facebook, LinkedIn, etc.)
- Newspaper or Professional Journal (Please specify below)
- Career Fair or Job Event (Please specify below)
- VEC (Virginia Employment Commission)
- Radio/TV (Please specify below)
- Other (Please specify below)

4. * Please specify the actual source from your response to question #3 above (Name of newspaper, Journal Title, Job Board, Career Fair, Agency Website, Social Media Type, etc.) If unknown or none, enter: N/A.

(Open Ended Question)

Applicant Documents

Required Documents

None

Optional Documents

1. Resume
2. Cover Letter
3. Transcript
4. Other Document