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Volunteer Position Description

JOB TITLE- Environmental Education Program Assistant

CLASSIFICATION – Volunteer

SUPERVISION- Work is performed under the Education and Outreach Specialist

GENERAL DESCRIPTION OF WORK

The Assistant will manage scheduling, distribution and maintenance of District “Conservation Capsule” environmental education program.

TYPICAL TASKS;

- Correspond with teachers for capsule scheduling
- Input “Conservation Capsule” loan requests into an existing Microsoft Access database
- Schedule distribution of capsules through existing courier networks
- Check-in returning capsules and log user data into Access database
- Inspect and organize returning capsules and restock with supplies as needed
- Re-shelve capsules

EDUCATIONAL KNOWLEDGE, SKILLS, AND ABILITIES

- Strong written and verbal communication skills
- Ability to coordinate and manage programs
- Computer proficiency in MS Office applications
- Self-directed and work within team environment
- Ability to organize and schedule in an efficient manner

EDUCATION AND EXPERIENCE

Applicant should have an interest in assisting a local conservation leader with their environmental education program. Experience with project coordination and/or logistics is desirable.

WORK SCHEDULE

Commitment for school calendar year – 10 to 15 hours per week, 2 or 3 days a week

Inspiring personal responsibility for our environment and natural resources