



Missouri Department of Conservation Temporary Employment Opportunity

Community Education Assistant Northeast Region

CLOSING DATE: February 15, 2023

WAGE: \$15.00 per hour

LOCATION: Hannibal MDC Office, Hannibal, Missouri

STARTING DATE: Flexible depending upon applicant availability.

TYPICAL WORK WEEK: Somewhat flexible schedule with frequent weekends and evenings necessary to complete job duties. Averaging 38 hours per week from mid-May through late August, averaging 10 hours a week from September through Mid-May.

DUTIES AND RESPONSIBILITIES: Responsible for the Discover Nature Fishing Program in 9 counties on the east side of the Northeast region, additionally assisting Conservation Educator with a diverse suite of conservation education programs. Duties include, but not limited to: Developing lesson plans and teaching angling methods; recruiting training and supervising volunteers; coordinating programs schedules for self, volunteers, and partners; working with community groups to set up and deliver programs; coordinate program registration and activity reports; maintain records of volunteer instructors, anglers, and courses; maintain fishing equipment, inventory, and recommend purchases of program materials; assist with teacher/leader trainings; promote and advertise Discover Nature programs via presentations for community groups, at special events, and through a variety of media sources.

QUALIFICATIONS: Graduation from high school or G.E.D. equivalent; college courses in fisheries, wildlife, conservation, education, and biology are preferred, but not required. Proficient public speaking skills, knowledge about angling techniques and equipment desired.

SPECIAL ABILITY REQUIREMENTS:

- Valid vehicle operator's license required
- Ability to lift 50 lbs.
- Work outdoors in all types of weather conditions
- Ability to work odd hours, weekends, and holidays
- Knowledge of basic first aid
- Familiar with Microsoft Office
- Ability to work independently and as part of a team

Candidates must submit to a drug screen following offer of position.

HOW TO APPLY: Email a resume, cover letter, and references for employment to:

Kathi Moore
Missouri Department of Conservation
8965 Hwy 36, Suite 1, Hannibal, MO 63401
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