

State of Washington  
Dept. of Fish and Wildlife  
invites applications for the position of:

**careers.wa.gov**  
Working for Washington State

## COMMUNITY OUTREACH ENVIRONMENTAL EDUCATION SPECIALIST 4 \* 11244W

**SALARY:** \$3,819.00 - \$5,010.00 Monthly

**OPENING DATE:** 10/25/13

**CLOSING DATE:** 11/11/13 11:59 PM

### DESCRIPTION:



**Our Mission**  
To preserve, protect and perpetuate fish, wildlife and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.

**Vision**  
Conservation of Washington's fish and wildlife resources and ecosystems.

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees—field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others—manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources. Find out more about us and the important work we are a part of at [www.wdfw.wa.gov](http://www.wdfw.wa.gov).

### **Community Outreach and Environmental Education Specialist 4 (Permanent)**

The Department of Fish and Wildlife is recruiting to fill one full time, permanent, Community Outreach and Environmental Education Specialist 4 position located in the Wildlife Program, Hunter Education Division. The duty station is either the Region 4 office in Mill Creek, located at 16018 Mill Creek Boulevard, Mill Creek, WA 98012-1541 or the Region 4 Mill Creek office annex building. The area of coverage for the position includes all of Region 4, which is comprised of Whatcom, Skagit, Snohomish, King, San Juan, and Island counties.

The position reports directly to the Hunter Education Division Manager in Olympia. This position is required to coordinate directly with the Region 4 Wildlife Program Manager and functions as a regional staff member to ensure priority volunteer needs are addressed at the regional level. The position is also required to consult with the WDFW Volunteer Program Manager relative to volunteer coordination policies and procedures.

The WDFW Wildlife Program strives to build participation and partnership with the public and other state/federal/tribal agencies to a better understanding of benefits wildlife brings to Washington State. The Hunter Education Division works with volunteer certified Hunter Education instructors to deliver training that

promotes safe, ethical, responsible hunting practices to maintain the heritage of hunting in Washington. The Division works with certified Master Hunter Permit Program volunteers to address priority needs of WDFW related to wildlife and habitat management, recreational access, management of agency wildlife areas and water access sites, hunter recruitment and retention, improving landowner/sportsmen relations, providing accurate information about programs to the public, and the collection of resource management data.

#### **DUTIES:**

1. Facilitate and direct the implementation of Hunter Education:
  - Direct, coordinate and assist volunteer Hunter Education instructors in successfully implementing the Hunter Education Program;
  - Ensure implementation of Hunter Education Policies and Procedures by instructors, and conduct routine evaluations of Hunter Education teaching teams;
  - Recruit, train, and certify new Hunter Education instructors using publicized orientation meetings, structured training, and certification using the pre-service training process;
  - Assist with development, refinement and implementation of training programs for Hunter Education instructors;
  - Assist the Hunter Education Division Manager with identification of issues and concerns, and recommend solutions and priorities for program improvement;
  - Establish and facilitate a regional traveling team of quality Hunter Education instructors to deliver Hunter Education classes to address under-served areas;
  - Participate in the Hunter Education Instructor Advisory Committee (IAC) process, and advise the Hunter Education Division Manager on prioritizing and resolving issues identified by the IAC;
  - Function as member of Hunter Education Division team, participate in staff meetings and provide weekly progress reports;
  - Plan and implement public outreach to communicate and promote program services, including the use of WDFW social media;
  - Participate in keeping the Instructor webpage up-to-date;
  - Special projects as assigned.
  
2. Plan, promote (including using WDFW social media), coordinate and facilitate volunteer opportunities and activities, including volunteer recruitment, screening, management, recognition and reporting, for the following programs:
  - Master Hunter Permit Program;
  - Citizen Science projects pertaining to terrestrial wildlife related projects;
  - ALEA projects benefiting terrestrial wildlife;
  - Projects benefiting terrestrial wildlife funded through State Wildlife Grants and the sale of Personal License Plates;
  - Regional priority wildlife related projects.
  
3. Coordinate volunteer activities in CERVIS (on-line volunteer management software) for wildlife-related projects.

#### **QUALIFICATIONS:**

##### **Required**

- Proof of U.S. citizenship
- A valid Washington or other State Driver's License.
- No prior arrests, convictions, or pending convictions related to sexual abuse, child abuse or domestic violence.
- No convictions or pending convictions that preclude the possession or handling of firearms.
- Certification as a Washington Hunter Education instructor or the willingness to obtain such certification within 3 months of employment (candidates may be required to undergo a criminal background check)
- Excellent organizational skills and attention to detail.
- Experience working independently and interacting with the public and agency volunteers without direct

supervision.

- Ability to manage and prioritize work load using good time management skills
- Ability to be responsive to high internal and external demands for coordination and communication, and to deliver work products.
- Ability to positively and constructively solve complex issues and concerns.
- Ability to handle public complaints in a positive manner.
- Work effectively in a team setting and also provide leadership.
- Ability to work directly with WDFW Regional Staff, the public, Hunter Education volunteers, Master Hunter Permit Program volunteers, and WDFW volunteers
- Demonstrated ability to communicate effectively with a wide variety of audiences in both written and spoken word.

### **Desired**

- A Bachelor's degree or higher degree in Natural Resources, Communication, Education or related field; OR comparable combination of graduate education and experience; OR comparable job experience.
- Certification as a Washington Master Hunter; OR comparable experience working with the Master Hunter Permit Program.
- Experience developing and implementing training programs.
- Experience working with and managing volunteers.
- Experience working as a natural resource volunteer.
- Experience with promoting collaborative efforts and meeting project needs via coordination with constituent groups (e.g. various non-profits, land trusts, local governments, etc.)
- Knowledge and experience of hunting, fishing, and non-consumptive outdoor recreation (e.g. bird watching, botanizing, hiking, etc.)
- Possession of a Federal Firearms License (FFL): OR comparable experience and knowledge of firearms and hunting equipment.
- Understanding of how to navigate through WDFW policies, procedures, rules and laws.
- Ability to develop policies and procedures.
- Proficiency with standard office equipment and computer software including Outlook, Word, Power Point, Excel, Internet Explorer and other search engines.
- Ability to follow policies and procedures when resolving disciplinary and accountability issues with volunteers.

Experience is based on full time equivalency (i.e., 40 or more hours/week). Part time work is prorated (e.g., 20 hours/week for 6 years = 3 years of experience).

### **SUPPLEMENTAL INFORMATION:**

#### **WORKING CONDITIONS**

The successful candidate must be willing and able to:

- Work in an open office environment and in the field, at times in inclement weather
- Occasionally work hours outside of the regular 8:00AM-5:00PM, Monday through Friday work hours, including evenings and weekends
- Travel up to 30% of the time including occasional overnight trips to evaluate/train Hunter Education Teaching Teams and assist in course delivery, facilitate/evaluate volunteer projects, attend Hunter Education Instructor Advisory Committee meetings, conferences, etc.
- Work with professional resource managers, commissioned law enforcement officers, volunteers, and the public

### **UNION**

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife, and the Washington Association of Fish and Wildlife Professionals (WAFWP). As a condition of employment you must either join the Washington Association of Fish and Wildlife Professionals and pay union dues, or pay the union a representation or other fee within 30 days of the date you are put into pay status.

**How to Apply:**

To apply for this position, you MUST complete your profile at [www.careers.wa.gov](http://www.careers.wa.gov) and attached the following to your profile before completing the on-line application:

- A cover letter describing how you meet each of the desired qualifications above (a generic cover letter will not be accepted)
- A current resume (please make it succinct)
- Three professional references (personal references to not count as professional)

**Please note:** Failure to follow the above application instructions will lead to disqualification. E-mailed documents will not be accepted in lieu of attaching your documents to the online profile.

Upon submission of your online application, you will immediately receive a confirming e-mail. You will then be notified via e-mail of your status during the process. In addition to the e-mail notifications, you can check the status of your application at any time by visiting your online profile at [www.careers.wa.gov](http://www.careers.wa.gov). Due to the high volume of applications that we receive, we ask your understanding and encourage you to use the online process and avoid calling for information.

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The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (TDD) at (800) 833-6388.

**COMMUNITY OUTREACH ENVIRONMENTAL EDUCATION SPECIALIST 4 \*11244W  
Supplemental Questionnaire**

- \* 1. What best describes the level of education you have successfully completed:
  - High school diploma or GED
  - Associate degree
  - Bachelor's degree
  - Master's degree or higher
  - None of the above
- \* 2. Are you able to independently use a computer to enter data, send and receive e-mail, and search for information using the Internet and other programs?
  - Yes     No
- \* 3. Are you able and comfortable working with professional natural resource staff and volunteers?
  - Yes     No
- \* 4. Are you able and willing to travel?
  - Yes     No

- \* 5. Are you willing and able to work outside normal business hours including Saturdays, Sundays, and varied hours?  
 Yes    No
  
- \* 6. Select which Microsoft applications you have a working knowledge in (select all that apply).  
 Outlook  
 Word  
 Access  
 Power Point  
 None
  
- \* 7. Do you have a certification as a Washington Hunter Education Instructor; OR experience working with certified Hunter Education Instructors?  
 Yes    No
  
- \* 8. Do you have a certification as a Washington Master Hunter; OR experience working with the Master Hunter Permit Program?  
 Yes    No
  
- \* 9. Which of the following best describes your experience in managing volunteers?  
 No experience  
 1-6 months of this experience  
 7-11 months of this experience  
 At least 12 months of this experience  
 At least 24 months of this experience
  
- \* 10. Which of the following best describes your experience helping develop volunteer training programs?  
 No experience  
 1-6 months of this experience  
 7-11 months of this experience  
 At least 12 months of this experience  
 At least 24 months of this experience
  
- \* 11. Which of the following best describes your organizational skills in prioritizing when scheduling your work time?  
 Willing (Little or no experience or training regarding this competency, but interested and willing to learn)  
 Developing (Developing knowledge and skills regarding this competency through training, OR, through at least 6 months of experience applying this competency in the workplace)  
 Skilled (Has successfully and regularly applied this competency in the workplace. Generally, this is achieved through 1 to 3 years of experience)  
 Advanced (Application of this competency is polished to excellence and is extensive in nature. Generally, this is achieved through 3 or more years of experience)
  
- \* 12. Which of the following best describes your ability to solve complex issues and to handle public complaints and concerns in a positive manner?  
 Willing (Little or no experience or training regarding this competency, but interested and willing to learn)  
 Developing (Developing knowledge and skills regarding this competency through training, OR, through at least 6 months of experience applying this competency in the

workplace)

Skilled (Has successfully and regularly applied this competency in the workplace. Generally, this is achieved through 1 to 3 years of experience)

Advanced (Application of this competency is polished to excellence and is extensive in nature. Generally, this is achieved through 3 or more years of experience)

- \* 13. Which of the following best describes your ability to communicate effectively with a wide variety of audiences in both written and spoken word?

Willing (Little or no experience or training regarding this competency, but interested and willing to learn)

Developing (Developing knowledge and skills regarding this competency through training, OR, through at least 6 months of experience applying this competency in the workplace)

Skilled (Has successfully and regularly applied this competency in the workplace. Generally, this is achieved through 1 to 3 years of experience)

Advanced (Application of this competency is polished to excellence and is extensive in nature. Generally, this is achieved through 3 or more years of experience)

- \* 14. Do you have experience with and are you knowledgeable about hunting, fishing, and other outdoor recreational activities (Select all that apply)?

Hunting

Fishing

Non-consumptive outdoor recreation (e.g. bird watching, botanizing, hiking, etc.)

- \* 15. Which of the following best describes your ability to follow policies and procedures when resolving disciplinary and accountability issues with volunteers?

Willing (Little or no experience or training regarding this competency, but interested and willing to learn)

Developing (Developing knowledge and skills regarding this competency through training, OR, through at least 6 months of experience applying this competency in the workplace)

Skilled (Has successfully and regularly applied this competency in the workplace. Generally, this is achieved through 1 to 3 years of experience)

Advanced (Application of this competency is polished to excellence and is extensive in nature. Generally, this is achieved through 3 or more years of experience)

- \* 16. Do you have certification as a Washington Hunter Education instructor?

Yes  No

- \* 17. If you are not certified as a Washington Hunter Education instructor, are you able and willing to successfully complete certification as a Washington Hunter Education instructor within 3 months of employment, this entails candidates may be required to undergo and pass a criminal background check as a continuing condition of employment?

Yes  No

- \* 18. Do you possess a valid Washington State, or other state, driver's license? (If selected for an interview, you may be asked to furnish your license and driving record.)

Yes  No

- \* 19. Have you been convicted of a misdemeanor or felony within the last (10) years? (Answering yes will not automatically bar you from employment)

Yes  No

- \* 20. Please verify that you have included the following information in your online application:  
1) A chronological resume OR a completed online profile that includes education and

employment history 2) A detailed cover letter describing how you meet the qualifications for this position. 3) Detailed responses to all supplemental questions. 4) Three professional references.

Yes  No

\* Required Question