POLK COUNTY JOB OPPORTUNITY

YOUTH CORPS COORDINATOR

OPENING DATE: 02/19/21
CLOSING DATE: 03/07/21 11:59 PM

DEPARTMENT: Polk County Conservation Board
LOCATION: Conservation, Nature Center 12130 NW 128th St. Granger, IA 50109

HOURS: To be Determined
SALARY: $42,907.00 - $56,114.00 Annually

BARGAINING UNIT: Other Non-Bargaining Conservation
SALARY GRADE: 9

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

• Knowledge of the current principles and practices of effective supervision with youth and young adult age groups.
• Knowledge of current conservation and environmental issues.
• Knowledge of general construction methods and natural resources management.
• Knowledge of general safety guidelines and practices.
• Skill in organization and mentoring.
• Ability to multitask and to be flexible with responsibilities.
• Ability to communicate effectively verbally and in writing
• Ability to plan, direct, coordinate, and evaluate the work of seasonal staff.
• Ability to act independently with minimal supervision.
• Ability to effectively interact with people from diverse cultural, socioeconomic and ethnic backgrounds.
• Ability to problem solve and respond competently to a variety of unforeseeable situations.
• Ability to efficiently use computer applications, data management, word processing and spreadsheet/data analysis.
• Ability to read, write, and effectively communicate orally and in writing in English.
• Ability to lift up to 50 pounds.
• Ability to safely operate a truck/van with trailer hook-up in different terrains.
• Ability to work under tight deadlines.
• Ability to establish and maintain effective working relationships with co-workers, other agency representatives, media, volunteers, and general public using courtesy, patience, and tact.
• Ability to operate audiovisual equipment.
• Ability to read GPS maps and coordinates, satellite photos, and maps.
• Ability to have a flexible work schedule (to include nights and weekends, if needed)
• Ability to oversee contracted Youth Corps members, volunteers, off-grounds crews, and work release individuals on various projects, tools, and equipment.

TRAINING AND EXPERIENCE:

• Bachelor’s degree from an accredited college or university with a major in environmental science, natural resource management, biology or other related field, and
• Three years experience working with youth, including one year of working in an outdoor setting.
• Experience supervising youth is preferred.

https://agency.governmentjobs.com/polkia/job_bulletin.cfm?JobID=2991200
2/19/2021
Any equivalent combination of training and experience which will have provided the required knowledge, skills, and abilities.

**Special Requirements:**

- A criminal background check is required.
- A drug screen is required prior to final offer of employment.
- Candidate must pass a post-employment offer physical examination and Physical Capacity testing to ensure candidate meets the essential physical requirements of the position as shown on the attached Physical Capacity Profile.
- CPR/AED and First Aid is required within six months of hire.
- A valid State of Iowa (Class D endorsement) driver’s license is required.

**APPLICATIONS MAY BE FILED ONLINE AT:**

External Candidates apply here:  
https://www.governmentjobs.com/careers/polka

Internal Polk County Employees apply here:  
https://www.governmentjobs.com/careers/polka/promotionaljobs

OUR OFFICE IS LOCATED AT:  
111 Court Avenue Suite 390 Human Resources  
Des Moines, IA 50309  
515-286-3200  
humanres@polkcountyiowa.gov

An Equal Opportunity Employer