

**Florida Department of Environmental Protection
Office of Greenways & Trails
Recreational Trails Program**

Position Announcement – Trails Education Specialist, OPS

Trails Education Specialist

This is an opportunity for someone who is able to work independently and is a self-starter. It is a part of the Office of Greenways & Trails Recreational Trails Program. This is specialized professional work coordinating the development of the Office of Greenways & Trails (OGT) statewide trails education master plan. In addition, this position coordinates trails education workshops and assists with various aspects of the Recreational Trails Program (RTP).

This position will be based in the Office of Greenways & Trails Tallahassee office. The incumbent in this position will be required to maintain a valid Class E driver license.

Pay:

- OPS – no benefits
- Pay – Base \$18.50/hour

Knowledge, Skills and Abilities:

- Basic knowledge and experience in interpretive programming.
- Ability to work independently.
- Ability to collect, evaluate, and analyze information/data.
- Ability to organize and plan workshops, meetings.
- Ability to manage multiple projects.
- Ability to lift 40 pounds.
- Ability to travel up to 25% of time. May increase on limited basis due to master plan development oversight requirements.
- Demonstrated written and oral communications skills with a variety of audiences.
- Demonstrated computer software skills, including word processing skills and skill in database/spreadsheet software, including PowerPoint.

Preferred:

- Experience in conducting independent applied research.
- Experience with recreational trails issues – trail user safety, trail user conflict, protection of natural resources as related to trail use.
- Rudimentary knowledge of the Recreational Trails Program.
- Adobe – Acrobat, Photo Shop, Illustrator, InDesign.
- GPS/GIS.
- Experience supervising and managing work groups.
- Certification through the National Association for Interpretation (Certified Interpretive Planner, Certified Heritage Interpreter or Certified Interpretive Guide).

Duties:

- Develop Florida's statewide trails education master plan. Coordinate survey efforts, work with contractors as procured through the RFP process.
 - Assist with implementation of the trails education plan. Develop educational products. Oversee market study as well as development of evaluation methodology.

- Coordinate and/or assist the Recreational Trails Program Administrator with various workshops –
 - UTAP – Universal Trails Assessment Process
 - Building Better Trails – trails sustainability and accessibility
 - IMBA – International Mountain Bicycling Association, Trail Managers & Volunteers training
 - SETC – Southeastern Equestrian Trails Conference
 - OHV – Off Highway Vehicles
 - RTP Website – GPS, uploading data, etc.
 - Take Your Child to Work Day – coordinate OGT effort with OGT's Public Outreach Coordinator
 - Other opportunities as they arise

- Misc. trails education projects, to include –
 - RTP website as developed with U of Florida GeoPlan Center
 - GPS/GIS
 - May be called upon to assist DEP's Environmental Education staff on a special presentation (trails related).

- Misc. RTP duties –
 - RTP inspections when traveling
 - Assist with RTP Advisory Committee Meetings
 - Assist with RTP submission cycle as needed

Submit resume and State of Florida application directly to:

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850-245-2065
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State of Florida application may be found at
<https://peoplefirst.myflorida.com/sap/public/bsp/sap/public/graphics/mimes/SOFapp.pdf>

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace. Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority. Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.