



# Kitsap County

WASHINGTON STATE UNIVERSITY  
EXTENSION

## Water Stewardship Program Coordinator

### POSITION OVERVIEW:

The Water Stewardship Program Coordinator provides leadership and coordination for local education and outreach to address community priorities related to water resources, including storm water, salmon, and watershed and shoreline stewardship. In collaboration with colleagues at WSU Kitsap County Extension, Washington Sea Grant, and local and regional partners, the Coordinator supports the needs of Kitsap County, Kitsap County Department of Community Development, and the Kitsap County Public Works Stormwater division. The primary duties are in support of Clean Water Kitsap's efforts to provide additional programming to meet Kitsap County's NPDES permit requirements, grant deliverables and community education needs.

This is a temporary, part-time position, to end on 9/17/2018, but expected to be renewed dependent on satisfactory performance, the need for extension to complete the project and secured funding to extend employment.

### DUTIES & RESPONSIBILITIES:

- Maintain program financial support through Clean Water Kitsap and pursue additional resources to support new initiatives
- Plan and publicize Kitsap Stream Stewards training
- Coordinate planning team for Kitsap Salmon Tours
- Plan fall Drainage Sense Pro expanded pilot workshop with Clean Water Kitsap Partners
- Plan Salmon Docent training, recruit participants and schedule guest speakers
- Conduct Shore Friendly Kitsap outreach and site visits as needed
- Provide ongoing program and volunteer management for the Stream Stewards and Salmon Docent programs
- Attend CWK Education Partners meetings, West Sound Watershed Council meetings, and other meetings to collaborate with other natural resource professionals
- Update program evaluation tools
- Prepare monthly, annual, and mid-year reports
- Publish monthly newsletter for the volunteers and community
- Add local events to bi-monthly Shore Stewards newsletter and send out
- Update website with upcoming events and registrations

### ESSENTIAL WORK COMPETENCIES:

- The employee must have the social and emotional skills to successfully address the needs of a complex workload that involves a broad community of individuals, organizations, and situations.
- This individual must be able to effectively:
  - comprehend complex problems and reach reasonable conclusions,
  - reason logically and exercise creativity,
  - direct the work of volunteers and other staff
  - communicate using oral, visual, written and listening skills,
  - interact with all people in a positive manner,
  - work with partners to coordinate training of and teach adult and youth learners,
  - keep accurate records; complete and submit timely reports, and develop, administer, and analyze program evaluation,
  - recall, analyze, organize and prioritize,
  - multitask and deal with stressful situations in a professional manner,
  - file, copy, and compile materials for training,

- lift and transport materials and audio-visual equipment up to 35 pounds, and
- travel in a car around Kitsap County and the region.

**Work Conditions:**

This is largely an independent position where daily attendance at a physical location is not mandatory. Weekends and after business hours (8am - 5pm) will periodically be required to complete the needs of the position. However, employees will be provided a work space at the WSU Kitsap Extension office, furnished with a desk, chair, phone, computer, and printer. Additional support will be available through office staff and partners. The employee will coordinate outreach, training, and stewardship programs and monitor program implementation in a variety of public places such as community centers and schools.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Environmental Science or a related field
- Experience working with teams to plan outreach and education opportunities for the public and for targeted audiences
- Experience with staff and volunteer management
- Experience in grant management and reporting
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, etc.)
- Valid driver's license.
- Employment is contingent upon passing a Washington State Patrol background screening.

**DESIRED QUALIFICATIONS:**

- Advanced degree or equivalent experience
- Experience in natural resources stewardship
- Experience with
  - grant writing and program development,
  - data collection and management,
  - social and traditional media communication, and
  - event advertising and promotion.
  - managing volunteers

**SIGNATURES BLOCK**

The position description reflects Washington State University's best effort to describe the essential functions and qualifications of the position. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this position description and understand the essential functions and qualifications of the program.

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Employee & Date

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Supervisor & Date

*Extension programs and employment are available to all without discrimination.  
Evidence of noncompliance may be reported through your local Extension office.*