

State of South Carolina
Program Coordinator I

SALARY	\$44,485.00 - \$53,957.00 Annually	LOCATION	Richland County, SC
JOB TYPE	FTE - Full-Time	JOB NUMBER	164944
AGENCY	Forestry Commission	OPENING DATE	05/15/2024
CLOSING DATE	5/29/2024 11:59 PM Eastern	RESIDENCY REQUIREMENT	Yes
CLASS CODE:	AH35	POSITION NUMBER:	60011475
NORMAL WORK SCHEDULE:	Monday - Friday (8:30 - 5:00)	PAY BAND	Band 5
HIRING RANGE - MIN.	\$44,485.00	HIRING RANGE - MAX.	\$53,957.00
OPENING DATE	05/15/2024	EEO STATEMENT	Equal Opportunity Employer
AGENCY SPECIFIC APPLICATION PROCEDURES:	When applying for this position, the electronic state application must be completed to include the Education and Work Experience sections and the Supplemental Questions. This includes a detailed description of each work-related position and, if applicable, military service (indicate rank) and job-related volunteer work that you feel qualifies you for the position. Failure to provide detailed and complete work-related information may result in your application being rejected. A resume will not be accepted or reviewed to determine if an applicant has met the qualifications for the position. A criminal records check will be conducted prior to an offer of employment. SCFC requires individuals to complete an online application to apply for this position.	VETERAN PREFERENCE STATEMENT	South Carolina is making our Veterans a priority for employment in state agencies and institutions.

Interested individuals can access www.careers.sc.gov, 24 hours a day, 7 days a week. Applicants indicating college credit or degree(s) on the application must upload an unofficial copy of the transcript as an attachment to the application. Please note that the agency will require an official, certified copy of the transcript or diploma prior to hiring. **DRIVING RECORD:** If this position requires the applicant to possess a valid driver's license to operate a state vehicle or personal vehicle, any applicant being considered in the final stages of selection for the position will be required to provide a certified copy of a 10-year driving record.

Job Responsibilities

Under general supervision assist Environmental Education Coordinator with planning, conducting, and administrating forestry education programs.

- Assist in the coordination, development and delivery of all SCFC-led and supported educational programs at SCFC's state forests and other locations for school groups, forest visitors, and educators.
- Support the Environmental Education Coordinator with record keeping, logistics planning, correspondence and program delivery related to the execution of the Wood Magic Forest Fair, Project Learning Tree programs, and SC Teacher's Tour events and activities.
- Coordinate the development of education infrastructure at Harbison State Forest.
- Participate in agency-wide training activities as necessary.
- Participates in activities and/or projects in support of the agency's mission and performs other duties as required.

Minimum and Additional Requirements

A bachelor's degree in Education, Forestry or Environmental/ Natural Science and one year of relevant experience delivering educational programs.

A valid South Carolina Driver's license and criminal background check are required.

Additional Comments

Strong organizational skills and ability to manage multiple projects at once. Strong oral and written communication skills with competent proficiency in all Microsoft Office applications. Working knowledge of environmental education principles, preferably with a basic understanding of forestry principles. Experience coordinating and conducting teaching programs and special events for small and large groups. Ability to exercise good judgement and discretion. Ability to establish and maintain effective working relationships.

This position is in an office environment and involves working outdoors occasionally, such as leading groups of teachers and/or students on forest walks.

Extensive overnight travel within South Carolina around the times of SCFC's key educational programs. Occasional weekend work and out-of-state travel at other times.

*This position will require that the successful candidate pass a pre-employment alcohol and drug test as well as be subject to random, post incident/accident, reasonable suspicion and rehabilitation monitoring and drug and alcohol testing consistent with SCFC Drug-Free Workplace- Policy and Procedure. *

Agency

State of South Carolina

Agency

Forestry Commission

Address

5500 Broad River Road

Columbia, South Carolina, 29212

Phone

803-896-8879

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Program Coordinator I Supplemental Questionnaire***QUESTION 1**

Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted or reviewed to determine if an applicant has met the qualifications for the position. I have read and acknowledge the above statement.

- Yes
 No

***QUESTION 2**

Do you have a bachelor's degree in Education, Forestry or Environmental/Natural Science and one year of relevant experience delivering informal educational programs to K-12 audiences?

- Yes
- No

***QUESTION 3**

Do you have experience planning large-scale, off-site events for hundreds of attendees? Specifically, have you been responsible for communicating event information to attendees, handling registration, creating schedule matrices, coordinating volunteers and contracting with multiple vendors?

- Yes
- No

***QUESTION 4**

Are you willing to accept a starting salary of \$44,485-\$53,957?

- Yes
- No

***QUESTION 5**

Applicants indicating college credit or degree(s) on the application must upload an unofficial copy of the transcript as an attachment to the application. Please note that the agency will require an official, certified copy of the transcript or diploma prior to hiring. I have read and understand this statement.

- Yes
- No

***QUESTION 6**

If this position requires the applicant to possess a valid driver's license to operate a state vehicle or personal vehicle, any applicant being considered in the final stages of selection for the position may be required to provide a certified copy of a 10-year driving record. I have read and understand this statement.

- Yes
- No

*** Required Question**