

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

OCTOBER 2, 2014

TITLE: SUPERVISOR OF PUBLIC EDUCATION AND OUTREACH
REPORTS TO: CHIEF OF BUSINESS AND GOVERNMENTAL SERVICES
JOB CLASS: EXEMPT
LOCATON: DOVER

PURPOSE:

To develop and implement the DSWA Public Education and Outreach Programs (PEOP). This is specialized professional work, involving the preparation, publication, presentation and distribution of materials for DSWA's PEOP including the implementation of various environmental education programs.

JOB DUTIES:

- * Develop curriculum materials and then be fully responsible for the implementation of educational programs at DSWA facilities, schools and other government or non-government facilities.
- * Supervise a staff of Public Education and Outreach Technicians, Interns and/or volunteers at DSWA facilities, or elsewhere as needed including on weekends or after normal business hours.
- * Manage special DSWA events and exhibits.
- * Daily maintenance and updates to the DSWA website to keep it up to date, informative and fresh.
- * Develop information for newsletters, press releases, public service announcements, annual reports, articles, and text for booklets, brochures, and other publications intended for internal and external use.
- * Attend and participate as DSWA's representative in the Envirothon Program
- * Plan and conduct tours at all DSWA facilities.
- * Assist in answering phone calls including the toll-free citizens response line.

* Develop and manage filing systems and data bases for public education correspondence, citizens comments and complaints, public outreach efforts and responses, mailing lists, audiovisual materials, advertising materials, news articles, educational materials, special events and programs.

* Manage requests for educational and award materials.

Develop materials, slides, and signs for presentations, exhibits and DSWA facilities.

Develop business and community partnerships/networks for information and distribution programs.

Takes photographs for articles, special events, and publications.

Maintain a variety of records; collect and compile data into final form for review of chief.

Perform other related work as assigned.

QUALIFICATIONS:

A bachelor's degree in education preferred and six (6) years experience in the education, field preferred. Two (2) years of supervisory experience is also preferred. Possess strong writing, organizational, and creative visual skills. Computer experience in word processing, windows and dbase required, experience with spreadsheets preferred. Experience in developing and presenting curricular programs. Good telephone skills. Possess the ability to communicate well with a variety of audiences from children to citizens regarding the subject of recycling to a variety of technical concerns/questions on the telephone and in person. Ability to compile and maintain database systems used for public education and outreach subject matter.

*Denotes essential functions of the job