



POSITION	YOUTH PROGRAMS TEACHING ASSISTANT
SALARY GRADE	103
DATE	February 9, 2026

ABOUT THE DEPARTMENT

The Community Engagement Team provides educational programs, hosts community events, and promotes the District’s programs and resources to raise public awareness of the Chino Groundwater Basin and help residents protect, value, and use water wisely.

ABOUT THE POSITION

The Youth Programs Teaching Assistant is an entry-level position that supports the District’s goals by assisting with educating students on water conservation and efficiency. Receives close supervision from the Community Programs Manager. The incumbent in this position does not routinely exercise supervision. This is a temporary, limited term, non-exempt under the FLSA standards, and hourly position that works within a standard 8:00 a.m. to 4:30 p.m. work schedule Monday-Friday (no more than 19 hours per week/988 hours per fiscal year). This position requires occasional evenings and weekend work to assist with special events as needed.

ESSENTIAL FUNCTIONS

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification. Other duties, responsibilities, and activities may change or be assigned.

- Communicates effectively with diverse audiences to promote District’s mission of protecting the Chino Groundwater Basin in order to guarantee that current and future water needs will be met by promoting water education
- Utilizes place-based experiential and inquiry-based environmental education best practices to teach K-12 students about water conservation and watershed science in a classroom, field, and garden-based setting.
- Ability to independently teach 2-3 field trip programs a week from October through May.

- Assists the Community Engagement Department in developing and implementing new curriculum, and refining program offerings utilizing experiential and inquiry-based education best practices.
- Represents the District in a wide variety of public interactions
- Assists the Community Engagement team in planning and executing community and outreach events, and other education efforts as needed.
- Performs additional duties as needed or assigned.

COMPETENCIES

Knowledge:

- Basic knowledge of Microsoft Office Suite.
- Familiarity with classroom and behavior management curriculum and instruction with K-12th grade youth.
- Bilingual in Spanish and English preferred but not required.

Skills and Abilities

- Strong customer service and communication skills, both verbal and written, including public speaking.
- Effective collaborator with the ability to work well in teams.
- Curious, motivated learner with interest in topics related to the District's mission, including water, conservation, and environmental education.
- Flexible problem-solver with a positive attitude and initiative to successfully complete tasks and projects.

EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required. Some college coursework preferred related to the fields listed below.
- Interest in education, natural resources management, environmental science, and similar fields is necessary for success in the position.

WORK ENVIRONMENT

- Standard office environment includes regular interaction with District staff, vendors, and members of the public in person, by phone, and electronically.
- Indoor and outdoor work year-round in varying weather conditions (heat, sun, wind, rain, cold).
- Duties frequently performed in classroom, garden, field, and community event settings, including on uneven terrain.
- Work may involve exposure to soil, water, compost, live animals (e.g., worms, tortoises), plants, and other natural teaching materials.

- Occasional exposure to cleaning solutions, event set-up equipment, or other program-related supplies.
- Regular travel to various off-site locations, including schools, community centers, partner agencies, and event venues.
- Possible exposure to communicable diseases, blood, bodily fluids or tissues as a part of working with youth on a regular basis.

PHYSICAL DEMANDS

- Ability to communicate clearly and effectively in one-on-one, group, classroom, and public settings, including projecting voice to large groups.
- Regularly required to sit, stand, walk, bend, stoop, kneel, squat, and reach in both indoor and outdoor environments.
- Must occasionally lift, carry, push, or pull objects weighing up to 25 pounds (educational materials, event supplies, AV equipment, etc.).
- Requires fine motor skills and hand-eye coordination to operate standard office equipment (computer, printer, copier, projector) and educational tools.
- Ability to travel to various locations by District vehicle or personal automobile.
- May be required to work with soil, plants, water features, and small teaching animals in educational or demonstration settings.
- Work may include setting up classrooms, outdoor teaching areas, or event spaces, which can involve light janitorial work; moving tables, chairs, displays, and supplies.

ADDITIONAL QUALIFICATIONS

- None.