



## Youth Programs Teaching Assistant (Temp)

**Filing Deadline:** This recruitment is open until filled and may close without notice. Applications will be reviewed as they are received & final review of applications will be on **6/15/26**. Interviews are tentatively scheduled the week of **6/29/26**.

**The hourly rate for the position is \$18.94 – \$24.85. This recruitment will be used to fill 1 or 2 positions.**

**Those selected for an interview will provide a teaching lesson demonstration.**



CHINO BASIN  
**Water  
Conservation  
District**

**Waterwise  
Community  
Center**

# YOUTH PROGRAMS TEACHING ASSISTANT

## THE POSITION

The Community Engagement Department 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.

The **Youth Programs Teaching Assistant (Temp)** 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 Engagement 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 \*\*

\*\* SEE JOB DESCRIPTION FOR COMPLETE JOB DETAILS

- 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.



# COMPENSATION & APPLICATION PROCESS

## THE IDEAL CANDIDATE

The ideal candidate is a reliable and motivated individual with a strong interest in education, environmental stewardship, and community engagement. They communicate effectively with diverse audiences, particularly K-12 students and are comfortable presenting in both classroom and outdoor settings. This individual is organized, adaptable, and able to work both independently and as part of a team to support educational programs and community events. A successful candidate demonstrates initiative, a willingness to learn, and a positive attitude, with an interest in water conservation, environmental science, or a related field.

Receives close supervision from the Community Engagement Manager. The incumbent in this position does not routinely exercise supervision.

## 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.

## 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.

### 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.

**COMPENSATION:** The position offers a competitive salary. This is an temporary, limited term, non-exempt position with a starting salary based on the competitive labor market and the successful candidate's qualifications. **The hourly rate for the position is \$18.94 – \$24.85.**

**Salary placement will depend on experience and qualifications. The benefits below are only offered to full-time employees. Part-time and temporary employees are not eligible for full-time employee benefits.**

**RETIREMENT:** The District contracts with the California Public Employees' Retirement System (CalPERS) for retirement benefits. For employees in CalPERS prior to January 2013, the retirement formula is 2.0% at 60 and the District pays the employee portion of the CalPERS benefit. For employees not in CalPERS prior to January 2013, the retirement formula is 2.0% at 62 and the employee pays 7.75% of the CalPERS benefit. This is provided for regular full-time and part-time staff working at least 1,000 hours per year. Participation in a 457 deferred compensation plan is available through CalPERS Deferred Compensation Plan. Enrollment is voluntary and 100% employee paid.

**HEALTH COVERAGE (MEDICAL/DENTAL/VISION):** The District offers medical, vision, and dental health coverage for regular full-time staff through the Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA). Medical insurance choices include Kaiser HMO and a variety of Anthem Blue Cross individual and family plans. Vision coverage is provided by VSP and dental coverage is provided by Delta Dental. The District funds up to \$2,431.47 a month (starting 1/1/26) for health coverage and employees are responsible for paying the balance over that amount.

**LIFE AND AD&D INSURANCE:** Life insurance is 100% paid by the District, providing \$50,000 for regular full-time staff, with an additional Accidental Death and Dismemberment coverage available at employees' expense.

**LONG/SHORT TERM DISABILITY:** Long and short-term disability insurance is 100% paid by the District for full-time staff.

**HOLIDAYS:** The District observes 12 paid holidays and 2 paid floating holidays throughout the year.

**VACATION:** The District provides regular full-time employees with 96 hours of annual vacation accrual, increasing to 160 hours after 10 years of services.

**SICK LEAVE:** Regular full-time employees accrue sick leave at the rate of 80 hours per year and may accrue up to a maximum of 176 hours.

**OTHER:** This position may require periodic evenings and occasional Saturday work to assist with special events, as needed.

**HOW TO APPLY:** See full job description(s) and apply online at [cbwcd.org/jobs](http://cbwcd.org/jobs). **Please fill out the online application in its entirety and upload a cover letter and resume. Only complete applications will be considered.** Applications will be reviewed as they are received, with the last date to submit being **June 15, 2026**. This recruitment will be handled with strict confidentiality. The District will review and screen applications and invite qualified candidates to an interview. References for finalist will be contacted after a candidate is selected.

**EQUAL OPPORTUNITY EMPLOYER:** The District is committed to recruiting and retaining a highly qualified and diverse workforce. It is the District's goal that people of all races, genders, color, ethnicity, religion, national origin or ancestry, age, marital status, sexual orientation, gender identity, disability, medical condition, pregnancy, veteran's status, or association with individuals with these characteristics have access to District employment opportunities. For additional information, please contact (909) 626-2711 or [jobs@cbwcd.org](mailto:jobs@cbwcd.org).