

# ROXANE B KRUTSINGER

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## EXPERIENCE

U.S. Army Corps of Engineers, St. Louis, MO

February 2017 – Present

**Senior Natural Resource Specialist, Interpretive Services and Outreach**

40 hour/week

**GS-0401-12 (federal position)**

**St. Louis District, 1222 Spruce Street St. Louis, MO 63103**

- Manage the Interpretive Services and Outreach (ISOP) Program for the St. Louis District, U.S. Army Corps of Engineers. Responsible for the visitor experience and quality of the education and outreach programs at 6 St. Louis District Projects including the Rivers Project, Carlyle Lake Project, Lake Shelbyville Project, Clarence Cannon Dam and Mark Twain Lake Project, Wappapello Lake Project, and the Kaskaskia River Project.
- Serve as technical reviewer for new interpretive panels created in house or by exhibit contractors (Formations, Portland, OR); Design and create content for new exhibits and update old exhibits and interpretive panels for display in District facilities and for use at outreach events.
- Facilitate annual Spring Interpretation Training for all new permanent and seasonal Park Rangers in the Interpretive Services and Outreach (ISOP) program in the St. Louis District, Kansas City District, and Rock Island District.
  - Host 3.5 day immersive training experience using National Association of Interpretation (NAI) guidelines.
  - Develop and facilitate lessons and activities to train Rangers on Tilden's Principles of Interpretation and how to apply them to their individual project mission.
  - Address Park Ranger image concerns, position hazard analysis, and risk assessment.
  - Act as mentor to new employees as they develop and present their first interpretive program as part of the training.
- Facilitate annual Natural Resource Management District Park Ranger Meeting
  - Plan and host 2.5 day workshops for all NRM Rangers in the St. Louis District (75+ Rangers)
  - Present on policy updates and relevant information
  - Coordinate relevant presenters to address topics of interest or concern for the Park Ranger Community to increase efficiencies at the field sites
- Lead the development and execution of master planning for the 6 St. Louis District Projects.
  - Assess when master plan updates or supplements are required or necessary.
  - Work with project teams to develop list of proposed future actions that comply with all applicable regulations.
  - Determine if Environmental Impact Statements or Environmental Assessments are required and coordinate their completion.
- Assist the St. Louis District Business Line Manager for Recreation to lead the development of annual budget packages for the Recreation Business Line. Council project staff on how to write effective budget requests and increase the funding acquired by the St. Louis District.
- Serve as Partnership Coordinator. Leverage federal dollars by coordinating all partnership agreements for the 6 projects within the St. Louis District.
  - Write and process Interagency Agreements for our Projects to contract with other federal agencies to complete NRM missions.
  - Write Memoranda of Understanding (MOU) and Memoranda of Agreement (MOA) and coordinate the signing of agreements by all parties.
  - Negotiate Collaborative Agreements/Cost-share agreements between federal and non-federal partners to allow partners to contribute to projects on federal property.
  - Process grant agreements.
  - Council St. Louis District projects and their partners on application for HQUSACE Handshake Funding.
- Coordinate the collection of visitation and program attendance data from all St. Louis District projects for annual OMBIL reporting and for budget justification.
- Work closely with school district administrators and teachers to implement the Our Mississippi Curriculum in 5<sup>th</sup> and 6<sup>th</sup> grade classrooms in the St. Louis/Metro East region.
- Coordinate award nomination packages for annual NRM Awards Program:
  - Hiram M. Chittenden Award for Interpretive Excellence
  - NRM/Stewardship Employee of the Year
  - Project of the Year
  - Volunteer of the Year
  - Bi-annual water safety awards

- Annual CASTLE Award
- Serve as chairperson for the St. Louis District Water Safety Team.
  - Develop creative ways to share water safety messages with the public and ensure a safe experience for each visitor.
  - Write incident reports for each water safety related incident on Corps property – injuries, drownings, boating accidents, etc.
  - Work with project staff to develop AAR following a water safety incident to prevent future events.
  - Coordinate bi-annual water safety awards nominations to HQUSACE.
  - Communicate MVS Water Safety Success Stories to MVD and HQUSACE water safety teams.
  - Coordinate regional water safety displays, programs, and events.

**U.S. Army Corps of Engineers, Alton, IL**  
**Natural Resource Specialist, Interpretive Services and Outreach**  
**GS-0401-09 (federal position)**

**April 2012 – February 2017**  
**40 hours/week**

**National Great Rivers Museum, #2 Locks and Dam Way Alton, IL 62002**

- Served on the Interpretive Services and Outreach Program (ISOP) team at the National Great Rivers Museum to create quality education and outreach programs focused on promoting environmental stewardship and all aspects of the U.S. Army Corps of Engineers mission throughout the Rivers Project and St. Louis District service area.
- Developed curricula, wrote lesson plans, and facilitated programs for a variety of age groups and audiences including but not limited to school field trips (pre K-12), River Runts (pre-K), Bonkers for Birds (4<sup>th</sup>-5<sup>th</sup> grade), Fish FINatics (6<sup>th</sup>-8<sup>th</sup> grade), RiverVision (9<sup>th</sup>-12<sup>th</sup> grade), scout programs (all ages), summer camps (all ages), and specialized adult groups.
- Led guided tours including but not limited to tours of the Melvin Price Locks and Dam, kayak tours of the Mississippi River, and guided trail tours of the Riverlands Migratory Bird Sanctuary.
- Created exhibits and developed hands on activities and programs on topics including but not limited to land/resource management, environmental restoration in the floodplain, wildlife management, the Mississippi Flyway, Mississippi River history and culture, water safety, locks and dams, etc.
- Coordinated all aspects of special events including but not limited to event development, event promotion, participant registration, event staffing, and logistics. Annual events coordinated include: Masters of the Sky, Scout Build-a-thon, Great Rivers Festival, Night at the Museum, and Haunted Museum.
- Received grant funding to enhance the quality and reach of education and outreach programs; received \$6,100 American Bald Eagle Grant in 2015; received \$2,000 National Environmental Education Foundation Every Day Grant in 2014.
- Developed program evaluation metrics to gauge program effectiveness.
- Increased visitation to project areas and awareness of the Corps mission by designing and creating promotional flyers and posters, maintaining the USACE webpage and social media accounts, writing and distributing press releases, representing the Corps on radio/TV interviews, and coordinating with local CVBs and regional tourism agencies.
- Coordinated the collection and reporting of visitation numbers to the National Great Rivers Museum, attendance to Rivers Project special events, interpretive contacts made via education and outreach programs, and volunteer hours performed, and all partnership information for budget justifications.
- Developed and enhanced partnerships with the public and with regional organizations/agencies to increase environmental education opportunities, specific focus on reaching underserved parts of the St. Louis/Metro East community. Major partners included the National Park Service, U.S. Fish and Wildlife Service, Pere Marquette State Park, and National Audubon Society.
- Trained and directed daily work of 2 student Park Rangers and 30+ volunteers.
- Worked closely with the Meeting of the Rivers Foundation (Friends Group) to gain support and funding for improvements to the National Great Rivers Museum and to provide special events in the community that promote a connection to Great Rivers
- Effectively leveraged federal dollars by recruiting and maintaining volunteer activity
- Implemented national initiatives including the Every Kid in a Park (EKiP) program and water safety initiatives
- Worked with ISOP team to facilitate regularly scheduled maintenance of the National Great Rivers Museum exhibits; maintained operations manuals and safety procedures
- Served as alternate CDSO
  - Reviewed PHAs for Ranger and volunteer activities.
  - Assisted CEMVS-SO with annual inspections of the National Great Rivers Museum and Melvin Price Locks and Dam.
  - Developed event safety plans.
  - Assisted in development of Rivers Project Paddling Program Safety Plan.
- Acted as Public Affairs liaison for Rivers Project ISOP Team

**Southern Illinois University Edwardsville, Edwardsville, IL**  
**Graduate Teaching Assistant**  
**#1 Hairpin Drive Edwardsville, IL 62025**

**August 2011 – March 2013**  
**20 hour/week**

- Prepared and delivered weekly lectures for the following courses: Principles of Biology II (Fall 2011) and Principles of Biology (Spring 2012).
  - Taught 3 laboratory sections per week and provided 1 hour of office hours
  - Assisted professors in developing laboratory experiments and establishing course criteria for these new courses to the university.
  - Prepared weekly laboratory quizzes and 2 exams per semester
  - Graded weekly laboratory write ups, quizzes, and lecture exams and provided constructive feedback to students
  - Organized monthly review sessions for students
  - Maintained laboratory materials inventory and coordinated laboratory cleaning schedule among Teaching Assistants
- Supported professors in the following courses: Conservation Biology (Fall 2012) and Plant Ecology (Spring 2013).
  - Graded lecture exams and laboratory work
  - Held 1 hour of open office time per week for student to ask questions

**Illinois Natural History Survey, Champaign, IL**  
**Botanical Assistant, Critical Trends Assessment Program (CTAP)**  
**1816 Oak St Champaign, IL 61820**

**May 2011 – August 2011**  
**40 hours/week**

- Worked with CTAP team to identify long term changes in the vegetation of Illinois by surveying public and private land.
- Conducted vegetation surveys of herbaceous, shrub, and tree cover in Illinois forests, grasslands, and wetlands. Conducted sweep net insect surveys at each site visited. Sorted collected insect specimen to the Family level and preserved for later analysis.
- Used GPS to locate previously marked plot location and then compass to run a transect in a previously chosen direction.
- Managed vegetation and insect data collected using Microsoft Access. Used SAS and SYSTAT to identify statistical changes in vegetative cover at individual sites.
- Researched related site characteristics to measure what would help to identify the causes of changes in vegetation.

### **EDUCATION**

**M.S. Biological Sciences – Ecology, Evolution, Environment (May 2014)**  
*Southern Illinois University Edwardsville, G.P.A. 4.0 (graduating)*  
 Thesis: Evaluation of Grassland Restoration Success in Illinois Using Indicators of Ecosystem Function

**B.S. Biological Sciences – Ecology, Evolution, Environment (May 2011)**  
*Southern Illinois University Edwardsville, G.P.A. 3.639 (graduating)*

### **RELEVANT SKILLS**

- Highly skilled in written and verbal communication to a variety of audiences including grant writing experience.
- Proficient in Microsoft Suite (Word, PowerPoint, Publisher, Excel) and Adobe Suite (Photoshop, InDesign)
- Extensive experience in curriculum development of educational materials for pre-K-12.
- Experience training permanent employees, seasonal student interns, and volunteers in performing education and outreach programs, performing museum exhibit maintenance, and following established safety protocols.
- Proficient in ArcGIS and statistical analysis software including SAS and SigmaPlot.
- Extensive experience working in adverse, outdoor conditions.
- CPR/First Aid Certified.