

Education Manager

Fern Hollow Nature Center is looking for a part-time Education Manager to start in December of 2021. This position includes the management, planning, coordination and evaluation of Fern Hollow Nature Center's programs (including education, outreach, children, adult, and family); assist with marketing of programs; maintaining and developing new partnerships with local schools; and helping with management of grounds.

Hours: 20-25 hours per week, with the potential to be full-time. Hours vary, depending on programming needs. Occasional nights and weekends as needed.

Salary: \$20 per hour

Clearances: Must obtain Act 34, Act 151 and Act 114 clearances upon employment.

Job Responsibilities:

- Oversee and manage all educators, volunteers, and interns
- Work with the Executive Director on hiring and evaluating all educators and interns
- Schedule programs with current clients and develop new partnerships or programs
- Plan at least one family, one children's, and one adult program per month.
- Assist with programming and special events when needed
- Lead at least two summer camp programs
- Schedules educators, volunteers, and interns to lead programs including but not limited to school field trips, scout programs, outreach programs, summer camps, children programs, adult programs, and family programs.
- Oversee the recruitment, training and retention of volunteers
- Develop a robust volunteer recruitment and training and retention program
- Oversee and manage all training, certificates, and clearances for the center
- Work with Marketing Coordinator to develop marketing materials for all programs, including social media, flyers, brochures
- Work with Donor and Community Engagement Coordinator to manage all program registration
- Work with Executive Director on all programming grants
- Work with Executive Director on Fern Hollow's Education Improvement Tax Credit Program
- Work with Executive Director on programming financials, including but not limited to invoicing, refunds/credits, and budgets related to programming at the center
- Assist Programming committee and Executive Director with evaluating program execution and participant satisfaction
- Work with Programming committee and Educators to adjust content/quality of programming as a result of program evaluations
- Work with Programming committee and Educators to document all programs to create a program manual for new hires and volunteers
- Work with Building and Grounds committee to manage building and grounds
- Other tasks assigned by Executive Director or Board of Directors

Education and Experience:

Minimum Bachelor's degree in Environmental Science, Education or a related field

Job Knowledge, Skills and Abilities:

- Excellent written and oral communication skills and ability to think creatively are essential
- Detail-oriented; organized and possess strong interpersonal skills
- Ability to prioritize, anticipate upcoming issues, initiate processes, all while managing ongoing tasks
- Ability to organize projects requiring both big-picture, strategic thinking as well as detail-oriented operational tasks
- Knowledge of STEAM preferred
- Ability to multi-task and basic computer knowledge

To apply for this position please email resume, cover letter and contact information for two professional references to the attention of Sam Capezzuto, Executive Director: sam@fhnc.org