



Education Manager

Fern Hollow Nature Center is looking for an Education Manager to start in February of 2022. This position includes the management, planning, coordination, teaching 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: Full time 32–40 hours per week.. 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 and clubs during the school year
- Lead at least three summer camp programs
- Schedule 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, birthday parties, and family programs. If a lead teacher or volunteer can not be found for a program the manager will teach or assist with the program
- Assist with programming and special events when needed
- 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
- Maintain calendar on computer and desk calendar.
- Keep a perpetual summary of all programs and events scheduled, attendance, parking, etc.
- Track monthly volunteering hours
- Handle all rentals of the facility, except for larger rentals. Take reservations, issue contract and access to building, hold deposit and return to renter after the event
- Work with Marketing Coordinator and Development and Communications Manager on bi-monthly newsletter by providing content
- Work with Marketing Coordinator to develop marketing materials for all programs, including social media, flyers, brochures
- Check messages daily and answer or distribute any phone calls to appropriate staff
- Answer or forward the general info@fhnc.org email daily
- Purchase office supplies and keep supply area stocked and organized
- Organize two days per year with educators and volunteers to clean and organize equipment and supplies
- 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 the Executive Director and Building and Grounds committee to manage grounds including but not limited to Natural Outdoor Classroom, Community Garden, Garden beds near buildings, tree walk, etc. Manager will oversee all contract employees hired to work on grounds.
- Other tasks assigned by Executive Director or Board of Directors

Education and Experience:

Minimum Bachelor's degree in related field

Management experience preferred

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