

FONTENELLE FOREST

Position Description Adult Program Manager

Position Type: Full Time, Hourly, Non-Exempt

Salary: \$13.50/hour starting, DOE

Benefits: Health, life & long-term disability insurance, paid time off (vacation, sick, holidays), membership privileges, 403(b)

Organization Description:

Founded in 1913, Fontenelle Forest is one of Nebraska's oldest conservation organizations and one of the largest private nature centers in the nation. Fontenelle Forest aspires to be a national leader in environmental stewardship and education and the region's premier nature center. Fontenelle Forest educational opportunities include early childhood programs that serve children and their parents; extensive school district partnerships and out-of-school STEM and nature-based activities; scouting programs; nature camps; programs for adults and senior citizens, as well as informal education programs, activities, and exhibits.

Job Description:

Fontenelle Forest is seeking a Full Time Adult Program Manager to join our team. Fontenelle Forest embraces the values of Integrity, Stewardship, Excellence, Engagement, and Sustainability. As a member of the Fontenelle Forest team every employee helps us achieve our vision to be a national leader in environmental stewardship and education and the region's premier nature center.

The Adult Program Manager will work to develop and deliver programs serving audiences 16+ including: recruiting, training, and managing volunteer interpreters and interns, manage programs offered by volunteers. They will manage the Seniors Understanding Nature (SUN) program providing support to the SUN Coordinator in developing, delivering, and growing the program. They will also oversee weekend and evening adult programs including themed hikes, talks, demonstrations, and events. The Adult Program Manager assists with nature-based school programs, special events, and summer camps as needed. This is a Full Time position 40 hours a week with some weekend/evening hours required. This position reports to the Director of Education or its appointee.

Primary Duties:

- Recruit, train, and manage volunteer interpreters for volunteer-led programs
- Provide regular, ongoing training for volunteer interpreters
- Develop and coordinate volunteer-led activities
- Collaborate with education staff to coordinate volunteer and intern support for departmental programs such as family activities and public events
- Track and record volunteer hours, programs, and program attendance
- Maintain regular on-going communication with volunteers via meetings & e-mail
- Oversee the Senior Understanding Nature (SUN) program and SUN Coordinator
- Develop and coordinate programming for ages 16+, including programs taking place during evenings & weekends
- Recruit, train, supervise interns who support educational programs and initiatives
- Maintain a program budget, track and record program attendance and provide regular updates as required

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Other Duties:

- Attend organizational and departmental staff meeting
- Assist in planning and coordination of occasional education special events
- Conduct nature-based education programs for grades Pre K-8 as needed
- Participate in the planning and delivery of Summer camps and programs as needed
- Complete training as required
- Disseminate work and program best practices through conferences, trainings, and outreach
- Perform other duties as assigned

Qualifications:

- Knowledge and experience working with adults in an informal educational environment
- Experience developing educational programs for adults
- Experience supervising and providing training for volunteer
- Knowledge and experience in the field of environmental education, natural science, and/or interpretation
- Understanding of educational theory & pedagogy as it applies to working in an informal setting
- Ability to prioritize and work on multiple projects simultaneously
- Ability to work independently and as a team with a diverse group of people
- Strong communication skills and ability to positively engage with other staff and visitors from diverse backgrounds
- Ability to work as a member of a team and to build strong working relationships with supervisor and co-workers
- Ability to problem solve, remaining calm and flexible in adverse situations
- Familiarity and comfortability working with e-mail, Microsoft Office software, and database systems (Altru, Microsoft Excel)
- Ability to pass a background check
- Certified Adult/Infant CPR & First Aid (or willing to be certified)
- Fluency in Spanish preferred.

Education/Experience:

- Bachelor's degree in education, interpretation, or related field.
- Two years of experience working in adult programming, environmental education, interpretation, or related field.
- Experience with budget development and management preferred.
- Or equivalent combination of work and education experience.

Physical Demands:

- Must be able to remain in a stationary position for at least 50-75% of the time
- Regularly operate a computer, phone system, copier and other basic office machinery
- Person in this position frequently communicates with others over the phone and via email. Must be able to exchange accurate information in these situations.
- Regularly works in outdoor environments in all weather conditions.
- Must be able to stand and traverse/ascend/descend dirt trails, uneven, and hilly terrain and walking paths for up to 4 hours at a time.
- Some moderate physical labor, such as setting up and striking tables, chairs, program materials, and walls

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- Occasionally handle live, captive animals, including but not limited to snakes, turtles, rabbits, and ferrets (safety training provided)
- Ability to lift up to 40 pounds

To Apply: Send cover letter and resume to info@fontenelleforest.org by Friday, January 18, 2019.

Fontenelle Forest is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its employment related policies and practices.

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