

FONTENELLE FOREST

Position Description Education Program Manager

Position Type: Full Time, Exempt

Salary: \$40,000, DOE

Benefits: Health, vision, dental, life & long-term disability insurance, paid time off (vacation, sick, holidays), membership privileges, 403(b) retirement plan, and casual work environment

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. Fontenelle Forest embraces the values of Integrity, Stewardship, Excellence, Engagement, and Sustainability.

Job Purpose

Fontenelle Forest is seeking a full time Education Program Manager to join our dynamic team. The Education Program Manager is responsible for leading a team of full and part-time naturalist educators, including seasonal staff, interns and education volunteers. This is a full time position consisting of 40 hours/week with some weekend and evening hours required. This position works with the management team and reports to the Director of Education.

Primary Duties:

- Recruit, hire, train, evaluate and provide regular support to full and part-time naturalist educators including seasonal staff and interns (55%)
- Collaborate with naturalist educators to evaluate current programs and design future programs with a focus on meeting local scientific standards and the mission of the Forest (10%)
- Assist with nature-based education programs in collaboration with naturalist educators as needed (10%)
- Enhance existing volunteer program. Recruit, train, and engage volunteers to lead a variety of public program and activities (10%)
- Communicate and distribute work and program best practices through conferences, trainings, and outreach (5%)
- Attend organizational and departmental staff meeting (5%)
- Perform other duties as assigned (5%)

Qualifications:

- Bachelor's degree in education, interpretation, or a related field required
- Minimum 5 years' experience in supervising a team of diverse individuals in a communitive and positive manner
- Committed to personal and professional growth, including continual learning and motivation to grow with Fontenelle Forest
- Highly organized with excellent communication skills
- Takes initiative and is able to effectively work alone and as part of a team
- Flexible thinking and ability to adjust expectations when needed

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- Comfortable working with technology and program applications including Microsoft 365 office products, time & attendance systems, and program scheduling software (Blackbaud Altru)
- Ability to successfully pass a background check
- Adult/Infant CPR & First Aid certified or willing to be certified upon hire

Physical Demands:

- Must be able to remain in a stationary position up to 50% of the time while working at a desk and on a computer
- Person in this position frequently communicates with others over the phone and via email. Must be able to exchange accurate information in these situations
- Occasional work 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 and chairs for event set up
- Ability to lift up to 30 pounds

To Apply: Send cover letter, resume and three (3) professional references to info@fontenelleforest.org no later than close of business on Friday, October 1, 2021. Please reference “Education Program Manager” in the subject line.

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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