



Education Director
Job Description--Full-Time Position
(8/10/10)

General Summary of Position:

The Education Director oversees all aspects of the BLNC Education Program including curriculum design, program development, marketing, scheduling and school and agency partnerships. The Education Director is responsible for supervising Education staff and volunteers as well overseeing the program budget. This position also includes an ambitious teaching schedule in the field and in the classroom. The Education Director is ultimately responsible for reporting on all program numbers including assessment results, attendance and transportation dollars.

Duties:

School Programs

1. Work with Education staff to develop new curriculum and programs
2. Teach on-site programs, classroom presentations and public programs as needed
3. Develop and maintain partnerships with schools and other environmental education organizations
4. Create and distribute marketing material to schools
5. Work with teachers to schedule on-site and classroom presentations
6. Provide teacher training workshops
7. Supervise staff and volunteer Naturalists
8. Evaluate volunteers and interns on a regular basis to ensure consistent, quality programming
9. Oversee volunteer and intern teaching schedule
10. Participate in local/regional public outreach events
11. Work with Development Director in applying for education grants.
Provide all necessary record keeping to assist Development Director in other grant applications
12. Oversee Education Committee
13. Work with staff and Board members to develop and implement a scholarship program for low-income schools
14. Enhance professional development by attending related conferences, classes and seminars
15. Develop and maintain Education budget
16. Train volunteers and staff on interpretation techniques and content

Public Programs

1. Develop and implement new public programs
2. Teach as necessary
3. Work with guest speakers
4. Develop and distribute marketing material to public
5. Develop and maintain public programs registration database

Qualifications:

- BS in biology, environmental studies or a related field
- At least 5 years of experience in environmental education
- Two years experience in program management
- Ability to speak Spanish is preferable
- Current First Aid and CPR certification
- Excellent organizational skills
- Excellent interpersonal skills
- Ability to be on your feet most of some days
- Ability to work as part of team
- A desire to work with all ages
- A commitment to the mission and goals of Bluff Lake Nature Center

Benefits:

- Salary to commensurate with experience
- BLNC will pay ½ of health and dental
- Two weeks paid vacation; 3 weeks after one year
- 10 health days per year

To apply, please send a cover letter and resume by **August 31, 2010** to Bluff Lake Nature Center's Executive Director, Glenn Fee, at gfee@blufflake.org.

BLNC is an equal opportunity employer and seeks a diverse pool of applicants