

Education Manager (Permanent full-time)

The Aldo Leopold Nature Center is seeking an energetic, experienced, and organized individual to manage its environmental educators and several program areas. ALNC is a private, not-for-profit organization dedicated to delivering hands-on, outdoor environmental education in the spirit of Aldo Leopold to schools, youth groups, summer campers, adult groups and the public. Aldo Leopold Nature Center offers programs that serve over 70,000 individuals annually. ALNC is an equal opportunity employer committed to building and serving a diverse staff and community, and qualified applicants of under-represented backgrounds and identities are encouraged to apply.

Responsibilities:

Reporting to the Nature Center Director, the Education Manager is primarily responsible for overall oversight and management of the environmental educators at Aldo Leopold Nature Center. The Education Manager also serves as the point of contact for attendance tracking and scheduling several smaller program areas (birthday parties and scout programs) as well as planning and implementing ALNC's large public programs, such as Fall Fest and Maple Syrup Fest. The Education Manager works closely with the Nature Center Director with strategic goals and departmental planning.

Specific duties & responsibilities include:

- **Staff Management & Supervision:** Management and supervision of ALNC's full-time/seasonal Environmental Educators (~10 staff) and part-time/year-round Environmental Educators (~20 staff). This includes hiring, training, scheduling, conducting teaching evaluations & annual reviews for all educators, coordinating and planning professional development opportunities, and overall management & oversight.
- **Attendance Tracking:** Serve as the Education Department's primary point of contact for attendance tracking via ALNC's database (numbers from individual coordinators and program areas will be given to Education Manager for compiling monthly attendance). Position is also responsible for overseeing creation of education department's user guides for database, etc. (user guides are done by various program areas).
- **Program Coordination & Management:** Serve as primary point of contact for the following programs: Birthday Parties, Scouts & Organized Youth Groups, and Public Programs. ALNC also has a School Program Coordinator and Summer Camp Coordinator, both reporting to the Nature Center Director, that coordinate these additional areas.
- **Strategic Goals:** Work with Nature Center Director, education department staff, and other staff to implement organization's strategic goals.
- **Naturalist/Educator:** Teaching to meet staffing & program needs. This position will serve as a back-up member of our teaching staff when needed. Familiarity with ALNC's programs is essential to this role as the Education Manager will help train, evaluate and mentor environmental education staff. Examples and types of program offerings can be viewed on our website www.aldoleopoldnaturecenter.org.

Qualifications & Requirements:

- Supervisory experience required.
- Excellent communication skills and ability to lead-by-example a large group of diverse environmental education staff.
- Superior work ethic, self-starter, strong attention to detail, excellent organization & planning skills.
- Minimum of Bachelor's degree in environmental education, education, natural science or related field.
Experience can supplant the degree requirement. ALNC values wisdom and experience and understands that this may not come through a formal degree.



330 Femrite Drive, Monona, WI 53716 (608) 221-0404 education@aldoleopoldnaturecenter.org aldoleopoldnaturecenter.org

- Experience working with school age (and/or preschool age) children in formal and/or non-formal education settings.
- Experience coordinating, and teaching outdoor environmental education programs.
- Experience with database software or ability to become proficient.
- Proficiency in Microsoft Office: Word, Excel, PowerPoint and other Windows-based programs. Proficiency using Google calendar, Google Drive and other GSuite programs.
- Respect, concern, and excitement for the natural environment and a demonstrated ability to share that excitement with others.
- Knowledge of regional flora and fauna preferred, but not required.
- Team player with the ability to handle multiple tasks simultaneously; able to shift gears quickly.
- Tact and sensitivity with the public, program participants, staff, and volunteers.
- Excellent phone and email etiquette; thorough follow-up practice.
- Spanish language skills a plus, but not required.
- Standard First Aid and Adult/Child CPR required (ALNC will provide this mandatory training annually if not currently certified).

Personal Qualities:

This is a newly restructured position, based on growth and strategic goals of the organization. The successful candidate must be able to manage their schedule and work well in a team environment with other staff, volunteers, and interns. The ability to manage and communicate in an open, transparent and effective way with staff and participants from various backgrounds will be important in this position. Flexibility, positive attitude, initiative, the ability to prioritize responsibilities, problem solve, and a sense of humor are a must.

Compensation & Benefits:

This is a salaried position with starting pay between \$35,000-\$40,000/annually. ALNC offers medical & dental insurance (60/40 employer/employee split), life insurance, and paid vacation.

Time Commitment:

This is a full-time position, generally Mondays-Friday during business hours. Occasional weekend hours will be required due to programs and events.

To Apply:

Send cover letter, resume and list of 3 references to:

Virginia Wiggen
Nature Center Director
Aldo Leopold Nature Center
330 Femrite Drive
Monona, WI 53716

Email applications are encouraged at education@aldoleopoldnaturecenter.org.

Application materials are accepted until February 25, 2019.