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## **Director of Education**

Reports to: Executive Director

Full-time (exempt) position

Salary: \$48,000-\$62,000

### **What You Will Do**

The Director of Education is responsible for all aspects of Ogden Nature Center's award-winning environmental education program and will supervise a dynamic team of educators. They work with the Executive Director to achieve Ogden Nature Center's strategic goals and help establish the vision for all education programming. The person in this role manages the education staff, oversees the daily operations of educational programming both on and off-site, directs a state-wide outreach program, and manages the budget for all education programs. This position currently supervises a team of seven with five direct reports.

### **Specific Responsibilities**

#### **Leading the Education Program**

- Schedule and oversee the day-to-day operations of all onsite and offsite education programs
- Hire, train, supervise, evaluate, and support all education staff including full-time education staff, AmeriCorps interns, and substitute educators
- Lead the development and implementation of education programs including but not limited to on-site school field trips, outreach, preschool programs, homeschool programs, community programs, summer camps, and special community events
- Work with education team members to set and achieve annual programmatic goals
- Evaluate programs and community outreach to ensure ONC is providing high quality, mission-focused programming that meets the needs of our diverse communities
- Serve as a teacher/naturalist for programs as needed
- Design and ensure implementation of education team trainings, team building opportunities, and a management and reporting structure that contributes toward a cohesive and high functioning staff
- Foster a positive and inclusive work culture through mentoring, identifying opportunities for staff growth, and establishing supportive relationships

#### **Partnerships and Community Leadership**

- Work with the Executive Director to set and achieve organizational strategic goals
- Build and maintain strong relationships with partner organizations and community stakeholders including local foundations, school districts, teachers, and other non-profits
- Serve as liaison between the Ogden Nature Center, State School board representatives, and science education leaders with the Informal Science Education Enhancement collaborative



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- Serve as a regional leader in the field of environmental education

### **Administrative and Miscellaneous**

- Work with the Executive Director and Development and Events Coordinator to identify funding and write grants to support the education programs
- Work with Ogden Nature Center staff to create mission-focused community programs, events, and other offerings that serve the unique and diverse communities in the region
- Oversee program output, outcome, evaluation and reporting to staff, board, and community stakeholders
- Oversee the annual education program budget development to ensure that program operations are fiscally responsible and sustainable
- Work with the Public Relations Coordinator to promote education programming including providing material for print, radio, and television appearances
- Communicate program information with teachers, parents, and community members
- Manage special projects and other opportunities as they arise

### **Minimum Qualifications**

- Passion for the natural world, the outdoors, and mission-driven work
- Strong team player with a collaborative nature
- Bachelor's degree in relevant field of study
- 5+ years teaching in a formal and/or informal setting using inquiry based, hands-on methods and 3D science techniques
- 3+ years experience with program development and delivery of professional learning programs or training programs for formal and/or informal educators
- Extensive knowledge of environmental education and nature play
- Excellent leadership and management skills
- Proven ability to create program budgets and manage program financials
- Effective at working with people of diverse backgrounds and levels of experience
- Experience with program evaluation and reporting
- Excellent writing, editing and verbal communication skills
- Proven ability to create education programs within state standards

### **Preferred Qualifications**

- Master's Degree in relevant field of study
- Familiarity with Utah SEEd Standards and NAAEE Guidelines for Excellence
- Bilingual preferred; or the ability to make oneself understood in Spanish



### **Work Schedule and Conditions**

Salaried, exempt employee, working approximately 40 hours per week. This position requires the Director of Education to be physically present at the Ogden Nature Center. This is not a remote position.

### **Compensation and Benefits**

- \$48,000-\$62,000 starting annual salary
- Employer-supplemented health insurance one month after the first of the month after the start date
- Simple IRA plan with 3% employer match
- Professional Development Opportunities
- Paid Time Off
- 8 paid holidays plus paid vacation time between December 26<sup>th</sup> and December 31<sup>st</sup>

### **Application Process**

To apply, please send a cover letter, resume, and at least three references in a single PDF document to [jobs@ogdennaturecenter.org](mailto:jobs@ogdennaturecenter.org). Note – we will not contact references without informing applicants beforehand. Open until filled – we will begin reviewing applications on Friday, December 16<sup>th</sup>.

### **Questions?**

Contact Jonathan Creel, Executive Director, with any questions about this position.

[director@ogdennaturecenter.org](mailto:director@ogdennaturecenter.org)

801-621-7595