



Manager of Public Programs

The Schuylkill Center for Environmental Education, a leading environmental education provider for the Philadelphia region, seeks a passionate and energetic naturalist/educator to guide the growth and development of the Center's public programs.

This is a full-time salaried position with a benefits package that includes vacation, health, dental, vision and retirement; position reports to the Director of Education. The Manager of Public Programs works a Tuesday-Saturday schedule.

Essential Duties and Responsibilities:

- Manage and coordinate the Center's public programs, including seasonal festivals, hikes, workshops, health and wellness programs, birthday parties, and Scout programs.
- Oversee the full- and part-time staff that lead these programs, including hiring, training, scheduling, and evaluating.
- Staff public programs as needed, including Saturdays and some evenings.
- Evaluate the Center's public programs, designing and developing new ones as the department decides.
- Manage the inter-departmental public programs planning process.
- Assist the Director of Education in creating and managing budgets for these program areas.
- Work closely with communications staff on writing text for calendars, brochures, and social media outlets.
- Serve as the Center's representative on external committees, including the Alliance for Watershed Education.
- Supervise the Center's Delaware River Watershed Fellow each summer.
- Assist with school programs as needed.
- Other duties as assigned by the Director of Education.

Expected Competencies:

- Experience in developing and leading diverse programming for a wide range of ages in a variety of topics and settings.
- Desire and ability to develop creative and innovative programs that engage all programming departments at the Center, and fulfill the Center's mission and vision.
- Experience in program design and evaluation.
- Demonstrated ability in leading staff, including hiring, development, and evaluation.
- Demonstrated ability in teamwork.
- Excellent writing skills.
- Experience in successfully creating, managing, and meeting budgets.
- Mastery of the full suite of office programs, including Word/Docs, Excel/Sheets, etc.

Physical Demands/Work Environment:

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While the Manager of Public Programs spends most of their time on planning and administrative work, they must be able to:

- Spend multiple hours outdoors in all weather (heat, cold, rain, snow).
- Hike 2-5 miles on rough terrain, keeping pace with children and adults while leading outdoor programs.
- Engage in sustained physical activity throughout the day.
- Lift up to 50 pounds (size of a small child).
- Hear children that might be out of direct sight-line.
- Have 20:20 vision (with corrective lenses) to provide oversight during outdoor play.

The Manager of Public Programs is also regularly required to stand, walk, and use hands and arms to operate general office equipment (PC, telephone, file cabinets, copier/scanner and printer). The noise level in the work environment is usually moderate to low.

Education, Experience, and Qualifications

The successful candidate will have a strong grounding in natural sciences and environmental education with at least two years' experience in leading comparable programming for a similar education institution, or some combination of relevant education and experience. A Bachelor's degree in biology, natural resources, education, environmental/science education, outdoor education or related fields is preferred.

Compensation: \$34,000 - \$38,000; commensurate with experience.

To Apply: Please send your resume and cover letter to Aaliyah Green Ross, Director of Education, at aaliyah@schuylkillcenter.org. Apply by Friday, July 29, 2022.

The Schuylkill Center is an Equal Opportunity employer and values a racially, ethnically, and culturally diverse work community. We strongly encourage applications from people of all backgrounds.