



## **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.

A full-time salaried position with a benefits package that includes vacation, health, dental, vision and retirement; position reports to the Director of Education.

### **Essential Duties and Responsibilities**

#### Teaching (40%)

- Staff our afterschool program (app. 2 days/week), school break camps and day-off camps.
- Staff public programs as needed, including evenings, weekends and some overnights.

#### Program Coordination & Administration (60%)

- Manage and coordinate the Center's public programs, including seasonal festivals, summer and day-off camps, and Saturday, afterschool, adult, and health and wellness programs.
- Oversee the full-time and part-time educators for these programs, including hiring, training, scheduling, evaluating, etc.
- Evaluate the Center's public programs, designing and developing new ones as the department decides.
- Facilitate the inter-departmental public programs work group.
- Lead staff and volunteer training sessions as requested.
- Assist the Director of Education in creating and managing budgets for these program areas.
- Assist in writing and evaluating grants as needed and requested.

### **Qualifications and Requirements**

- A Bachelor's degree in biology, natural resources, education, environmental/science education, outdoor education or related fields; Master's degree preferred.
- At least three years environmental education experience and two years management experience with comparable programming for a similar education institution.
- Strong grounding in the content of natural sciences and environmental education. Experience in program evaluation is desirable.
- Demonstrated ability in communication and teamwork.

**Application Deadline:** June 10, 2013.

**Start Date:** July, 2013

**To Apply:** Submit cover letter and resume with contact information for three references to Gail Farmer, Director of Education, 8480 Hagy's Mill Rd, Philadelphia, PA 19128; [gail@schuylkillcenter.org](mailto:gail@schuylkillcenter.org); email preferred; no phone calls please.