Position Description: **Education Manager**

Salary Range: $45,000 to $50,000, Dependent on Experience, Plus Benefits

Start Date: October 2022 – Flexible

Application Deadline: Rolling

Application Process: Please submit a resume and cover letter, clearly illustrating candidate’s strengths as related to this position description, to Executive Director Rachel Hutchens at rachel@blufflake.org. Additional organizational information available at [www.blufflake.org](http://www.blufflake.org).

Organizational Overview:
Bluff Lake Nature Center (BLNC) is a nonprofit urban wildlife refuge located in Denver, Colorado. BLNC educates individuals to be engaged, resilient, and curious; conserves a natural area in the city; furthers equity in outdoor access; and nurtures the health and well-being of communities and ecosystems. Our Education Team works with over 10,000 people from diverse backgrounds each year through field trips, summer camp, and family programs. Our Land Management Team manages our 123-acre site (which contains wetlands, prairie, and riparian habitats) through site restoration, volunteer projects, and habitat monitoring. On average, BLNC sees over 85,000 visitors per year.

General Summary of Position:
The Education Manager is a full-time position that oversees all aspects of BLNC Education programs, including curriculum design and review, program development, marketing, scheduling, and school and partner organization partnerships. The Education Manager is responsible for supervising Education staff, AmeriCorps educators, interns, and volunteers as well as overseeing the program budget and reporting on all program numbers including assessment results and attendance.

The responsibilities of the Education Manager include the following:

**Program Development and Facilitation (30%)**
- Develop curriculum and programs that support BLNC mission, vision, and values including but not limited to field trips, after school, scout programs, family weekend and outreach booths, family events, and more
- Work with community members to determine specific needs and adapt or create programming in partnership to meet these needs
- As needed, facilitate on-site, partner, and classroom programs
- Evaluate education programs using assessment data from students, teacher/student feedback, current best practices in pedagogy and science standards as well as observations and first-hand teaching experience

**Education Team Management (30%)**
- Manage and coordinate the Education team, including recruitment, hiring, training, scheduling, ongoing supervision, performance reviews. The Education team currently includes:
  - Summer Camp Director, Assistant Director, and Camp Counselors
  - Yearly AmeriCorps members
  - Outdoor Explorers Program Coordinator
  - Part-time educators
  - Seasonal high school aged interns
  - Regular volunteers
- Plan and provide necessary training and development opportunities for education team members including topics such as content, interpretation techniques, DEI, and culturally responsive teaching
- Schedule regular education team meetings and coordinate meetings with other BLNC staff as needed
- Work closely with Land Management team on site related projects and issues

**Partner & Community Outreach (15%)**
- Develop and maintain partnerships with schools, environmental education organizations, community organizations, and government agencies
- Participate in local/regional public outreach events to promote education programming and BLNC in general

**Program Administration (25%)**
- Develop and maintain Education budget
- Maintain accurate numbers reports for all programs
- Assist Development Manager in applying for education grants
- Provide all necessary data and records to assist other staff in grant applications
- Work closely with Development team on social media, marketing, and outreach
- Maintain organized education materials both onsite and in the office
- Manage administrative duties related to education programs. This includes setting up and collecting registrations, maintaining state childcare licensing, ensuring accurate student records, creating needed group assignments and schedules, and serving as “in office” point of contact for all parents and staff

**Qualifications**
- Strong commitment to BLNC and its mission of making nature and environmental education more accessible and equitable
- Graduation from an accredited college or university with a bachelor’s degree in education, administration, wildlife biology or closely related field AND/OR professional experience in education, non-profits, or closely related field
- At least 4 combined years of experience in environmental education; program management, review, and development; and recruiting and managing volunteers.
- Strong organizational and communication skills with adults and children
- Background check and fingerprints submitted and cleared by the Colorado Department of Human Services (BLNC helps and pays for this)
- Team player, enthusiastic, organized, creative, critical thinker, and self-motivated
- Spanish language skills a plus
- Reliable transportation to Bluff Lake’s site and office
- Ability to work independently and on multiple projects
- Desire and ability to communicate clearly and positively, and cooperate well, with co-workers, volunteers, visitors, contractors, partners and others
- Ability to problem solve, show initiative, and make sound decisions needed to fulfill job duties and meet organizational objectives
- Basic computer skills such as Xcel, Word, and email

**Compensation and Benefits:**
Full-time employees are entitled to compensation commensurate with experience. The target salary range for this position is $45-50,000. Benefits for full-time employees include health, dental, and vision insurance, paid vacation, holidays, and parental leave, professional development opportunities, and Simple IRA with matching contributions.

*Bluff Lake Nature Center is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.*

*We believe human beings are positively impacted when nature is an accessible part of their lives. We acknowledge that human impact continues to shrink Colorado’s beautiful natural spaces, that much of outdoor space in Colorado is not accessible to its residents and visitors, and that many barriers exist to keep marginalized communities out.*

*With that in mind, we hope that the land we manage and the programs we offer are welcoming for everyone to enjoy. We aim for land management practices that are sustainable and ensure the natural value of the site exists long into the future. We hope that individuals are encouraged to create their own connections with nature. We acknowledge that not everyone will choose to participate and that is okay. We want to meet people where they are and promote individual agency around nature.*