Bluff Lake Nature Center

Position Description: **Education Director**  
Salary Range: $53,000-$56,000, Dependent on Experience, Plus Benefits  
Start Date: September 11 or 25, 2023  
Application Deadline: Rolling interviews, hard end August 25, 2023  
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 Natural Resource 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.

The Education Director 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 Director is responsible for supervising Education staff, AmeriCorps educators, interns, and volunteers as well overseeing the program budget and reporting on all program numbers including assessment results and attendance.

The responsibilities of the Education Director include the following:

**Education Team Management (50%)**
- Manage and coordinate the Education team, including recruitment, hiring, training, scheduling, ongoing supervision, and performance reviews. The Education team currently includes:
  - Full-Time Program Manager- Summer Camp (who then hires 6-8 seasonal camp counselors)
  - Full-Time Program Manager- Outdoor Explorers Homeschool Program
  - 2-3 Yearly AmeriCorps environmental educators
  - Part-time educators
  - Seasonal high school aged interns
  - Volunteers
- Manage BLNC Volunteer Program including managing volunteer software, creating workflows for volunteer management, creating volunteer training materials, standards, and regulations, implementing volunteer recognition strategies, etc.
- 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 the Natural Resource Management team on site related projects, issues, and volunteer coordination

**Program Development, Marketing, & Evaluation (15%)**
- 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, monthly walks, and more
- As needed, facilitate on-site, partner, and classroom programs
- Lead all education program evaluation 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
- Manage Marketing Calendar including flyers, social media, newsletter, etc. Delegate content creation
- Work with Spanish translators to ensure materials are available in both languages
• Create communication standards to ensure consistency and inclusive communication
• Website management for the education departmental pages

Partner & Community Outreach (15%)
• Work with community members to determine specific needs and adapt or create programming in partnership to meet these needs
• Manage scholarship programs including working with community partners to ensure they are distributed equitably
• 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 & Budgeting (20%)
• Develop and maintain the Education budget
• Maintain accurate numbers reports for all programs
• Assist Development Director in applying for education grants
• Provide all necessary data and records to assist other staff in grant applications
• Maintain organized education materials both onsite and in the office
• Maintain data entry in BLNC database for all program participants, partners, volunteers, attendees, in coordination with the Development Director
• Manage and oversee administrative duties related to education programs. This includes program registration portals, maintaining state childcare licensing, and ensuring accurate student records

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
• 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
• Candidates who speak fluent Spanish will be given additional compensation, but it is not required

Compensation and Benefits:
Full-time employees are entitled to compensation commensurate with experience. The target salary range for this position is $53,000-$56,000. 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 up to 3%.

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.