



Position: Director of Education

Position Type: Full Time, exempt. Benefits include health, vision, dental, life & long-term disability insurance, paid time off (vacation, sick and holidays), and a 401(k) match up to 5%

Direct Supervisor: Executive Director

Summary of Position: The Director of Education provides vision and leadership for the education department and effectively manages a team composed of educators, naturalists, and volunteers while partnering with school districts, community groups and other professional organizations to fulfill our vision to be a regional leader in environmental education and engagement while exemplifying The Wilderness Center's mission, vision, and values.

Responsibilities:

- Develop and organize formal and informal programming. Refine and improve The Wilderness Center's current efforts with the primary focus being on educational outcomes.
- Provide leadership and management in the development and implementation of an overall budget for the education programs that follow a proven revenue model.
- Hire, train, and lead a diverse team of educators and naturalists. Exhibit results-oriented supervisory experience.
- Lead alignment of environmental education programs and services with The Wilderness Center's overall organizational vision and direction.
- Create, foster, and strengthen educational partnerships throughout the Stark, Wayne, Holmes, Tuscarawas and other surrounding counties and ensure continued alignment with Ohio science standards.
- Strategically position The Wilderness Center's education programs and services to generate earned and raised revenue via partnerships, grants, and fee-based programs.
- Implement quantitative and qualitative program evaluation processes that enable The Wilderness Center to measure and demonstrate program impact.
- Perform or assign administrative tasks including but not limited to creating program agreements and contracts; coordinating staff scheduling; submitting and managing grants; and preparing and submitting reports.
- Lead staff in the design, development and implementation of education programs and services including on and off-site programs, summer camps, early childhood including homeschool programs, adult and senior programs, workshops, outreach programs, and recreational and other informal programs and experiences.
- Serve as a member of TWC's Leadership Team.

- Develop a comprehensive interpretive plan and ensure integration of message into education programs and other departments.
- Work collaboratively with the other directors and departments.
- Assess and improve staffing structure, policies, and procedures.
- Organize and meet with an Education Committee on a regular basis. Join and participate in professional education organizations and associations.
- Attend and assist with special programs and events.
- Perform other tasks and responsibilities as assigned.

Skills/Qualifications:

- Bachelor's degree or higher in environmental education, science, environmental studies, or a related field (Master's degree preferred).
- Minimum of 5 years of experience in education required, with additional experience in informal environmental or science education, outdoor learning, interpretation, or school administration preferred.
- Minimum 3 years of experience in staff management, program planning and development.
- Supervisory experience required, preferably with both staff and volunteers
- Ability to represent The Wilderness Center to its supporters and constituents with enthusiasm and professionalism.
- Proven people skills; ability to work with a wide variety of personalities as a team player and leader
- Excellent communication skills, both written and verbal; grant writing experience preferred
- Experience working directly with boards, committees, staff, and consultants
- Strong computer skills required including familiarity with Word, Excel, PowerPoint and donor databases (Neon CRM)
- Ability to work in an evolving setting
- Flexibility to work evenings and weekends as needed
- Commitment to The Wilderness Center's mission, principles and values, and appreciation for the environment and education
- Must possess a valid driver's license and must have own vehicle
- Ability to pass a criminal background check

The Wilderness Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology, or status as a special disabled veteran in the administration of any of its employment related policies and practices.