

ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Education Director

Reports To: Executive Director

Department: Education

Position Type: Exempt– Full Time – 40 hours a week

Compensation and Benefits: \$58,000-\$70,000 Annually

- Benefits plan available. This includes, but not limited to Medical, Vision, Dental, Short-Term Disability, 401k plan eligibility after 1-year, Paid Holidays as well as sick and vacation hour accruals.

Potential for Advancement: Yes

JOB DESCRIPTION

This position is an opportunity to lead the education programs of the Rocky Mountain Conservancy during an exciting time of growth. The Education Director is responsible for the development and overall management and success of the RMC Field Institute Program and coordination of Next Generation Fund (NGF) programs. The Field Institute educates the public through an atmosphere of personal engagement with talented instructors through classes and bus tours. Most classes are field-based, hands-on learning experiences in Rocky Mountain National Park and nearby public lands. The Next Generation Fund includes internships and fellowships, environmental education, exhibits, and the RMC educational publications.

Essential Duties/Responsibilities

1. Manage all aspects of the Rocky Mountain Conservancy- Field Institute Program
2. Oversees, develops, and manages custom classes: Typically given in-house by Education Director, staff, and interns- including custom kid's classes, bus tours, hikes etc. Works with the Field Institute Coordinator to put together custom syllabus, registration and experience in the park and nearby public lands.
3. Bus tour operator/organizer: Oversee all aspects of bus tour operation from vehicle maintenance, hiring staff, training staff, evaluating staff, giving tours, custom tours, and troubleshooting
4. Develop and coordinate classes and instructors with the Field Coordinator to create a dynamic program on an annual basis: a) Locate/recruit and contract instructors to develop programs in their area of expertise, schedule classes, negotiate instructor pay, set emergency and program protocol, provide opportunities for staff and instructors to socialize and debrief programs, evaluate instructors regularly and provide feedback, b) create/maintain documents for participants including liability waivers, evaluations, sign-in sheets, course credits through universities etc., and handle all aspects of the registration process, c) procure program supplies and maintain equipment such as projectors, computers, TVs etc. for instructor use,
5. Engage, coach and supervise staff, contractors, volunteers and fellows associated with the program in compliance with RMC HR policies and standards. Train staff and interns on park knowledge, FI operations, bus/van, evaluate on site programming, conduct staff and program evaluations.

6. Work with other RMC staff to advertise and promote the Rocky Mountain Conservancy: Field Institute, including certain outreach efforts, to maximize enrollment and program revenue. Coordinate community outreach and engagement events. Reach out to regional businesses to develop partnerships (discounts, tour packages, etc.)
7. Oversee operations of satellite education sites (seasonal operations in/near Grand Lake and pop-up educational locations in the park and nearby communities), coordinate opening and closing operations of seasonal locations.
8. Coordination and presentation of the annual Education budget, adherence to budget parameters and achieving budgetary goals.
9. Grant writing for educational programming and fellowships, as well as subsequent grant reporting.
10. Develop and implement tools and methods to support RMC's fundraising and communications program, as well as supporting the Philanthropy program with major donor stewardship.
11. Establish and build upon existing successful Distance Learning educational opportunities and offerings to reach a broader audience of learners.

Other Duties/Responsibilities

1. Submit required educational or special use NPS or USFS permits and course curriculum approvals
2. Maintain class accreditation and teacher re-licensing
3. Manage internships through various accredited educational partners.
4. Represent and promote the Field Institute Program through speaking and writing.
5. Create and manage Next Generation programming
6. Support RMC Educational Publications development and updates
7. Oversee database management of Raiser's Edge etc. for program participants.
8. Deliver public talks about the organization and the park

Supervisory Duties

Primary supervisory duties include Field Institute Coordinator, Educational Fellowships (3-6 annually) per year, bus guides, instructors, contractors and field institute assistants. This requires frequent contact and partnership work with National Park Service staff. Other supervisory duties include overseeing various contract instructors and volunteer coordination.

JOB QUALIFICATIONS

Knowledge, Skill, and Ability

This position requires the ability to independently manage an educational program which serves the general public (both adults and children), federal employees and other agencies and associations. With a high level of professionalism, multi-level services must be offered, ranging from program development to skilled communication with highly educated and dedicated clientele. Good communication and writing skills are a

must, and a proven ability to work well with many types of people is essential. Knowledge in the field of environmental education and proven abilities in business administration are desirable skills for this position. Organizational skills and the ability to work in a multi-task environment are all considered essential. This position requires successful background clearances required for working with youth, as well as ability to drive vehicles, including a 14-passenger bus. Hiking distances of up to ten miles, standing, bending, and lifting up to 25 lbs. may also be required for this position.

Computer Skills

Requires excellent, demonstrated working knowledge of current Microsoft Office applications and ability to learn other relevant software. Proven ability to adapt to other computer systems and integrate electronic solutions to educational programming issues will be a plus. Familiarity with database management systems (such as Raiser's Edge) is preferred.

Education or Formal Training

A bachelor's or master's degree in environmental education or related field plus two years of experience running or developing educational programs. A master's degree is preferred for this job, as well as experience developing formal curriculum and conducting program evaluation.

Experience

The position requires experience in program development and administration. Evidence of professional writing skills and experience with educational evaluation is very important. Other high priorities include a positive attitude, strong communication skills, flexibility, and adaptability, timely follow-through, and excellent customer service, all of which must be confirmed by prior experience, and supervisory experience is also required.

Material and Equipment Directly Used

The position requires the use of computers, printers, FAX machines, copiers, telephones and audio-visual equipment, including digital projectors.

Working Environment/Physical Activities

OFFICE WORK INCLUDES A SIGNIFICANT AMOUNT OF PHONE AND COMPUTER WORK, AS WELL AS INTERACTION WITH FIELD INSTITUTE PARTICIPANTS AND INSTRUCTORS. SOME WEEKEND AND EVENING HOURS ARE REQUIRED, AS WELL AS OFF-SITE ENGAGEMENTS AT TIMES.

NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR QUALIFICATIONS ASSOCIATED WITH THE JOB.