

Applications due February 4<sup>th</sup>, 2019

The Education Director is charged with the responsibilities associated with the planning, design, development, implementation, supervision, and evaluation of all functional components of Chincoteague Bay Field Station's (CBFS) education programs. This includes leadership of the educational aspects of the following program areas: College, School, Adult, Family, Road Scholar, Research Activity, Community Outreach, and Volunteers. As the leader and manager of CBFS's program staff, the Education Director is the person responsible at the operational level for ensuring that the education programs and offerings of CBFS are mission-based. The Education Director reports directly to the Executive Director as a part of the Leadership Team (which includes Finance, Facility & Grounds, and Vessels).

### **ESSENTIAL FUNCTIONS**

Provides leadership and management and oversees hiring for all educational program staff including: School Program Coordinator, University and Research Coordinator, Adult & Family Coordinator, Outreach & Marketing Coordinator, and seasonal education staff.

Oversees planning, development, coordination, and enhancement of all CBFS education programs, which include:

- School Programs
- Summer Camps
- College field trips and courses
- Road Scholar
- Adult weekend or week-long workshops (photography, natural history, birding, etc.)
- Family Camps, homeschool Programs
- Community Outreach Programs
- Special Events

### Education Programs Functions:

- Develops and oversees development of new programs and long range programming plans.
- Creates, updates, and enforces department policies and procedures.
- Manages program staff assignments, responsibilities, and schedules; fosters autonomy, authority, and accountability relative to the leadership and management of specific program areas.
- Encourages collaboration and cooperation with and among respective staff.
- Plans and administers education program budget; collaborates with program coordinators on program budgets.
- Oversees training and evaluation of educational staff in all aspects of their positions.
- Develops and maintains connections with the local, state, regional, and national education and environmental education professional communities.
- Collaborates with the Marketing & Outreach Coordinator to market CBFS Programs.
- Collaborates with the Operations Manager to schedule housing and facility needs for educational groups.
- Collaborates with the Boat Captains to maintain current vessel use schedules, and staff training activities.
- Provides & schedules emergency on-call services on a rotating basis with other staff.
- Maintains good communication and working relationships with CBFS partners (including universities, USF&WS, NPS, NASA, The Nature Conservancy, and all other current and future partners)
- Develops and teaches various classes, workshops, and training opportunities.
- Maintains a comprehensive, current knowledge of educational best practices, safety best practices, and applicable laws/regulations and maintains an awareness of new techniques, practices and trends in the profession.

### Development Functions

- Assists with planning events and securing corporate sponsors, coordinate logistics and efforts to secure volunteers with the Leadership Team to implement activities for donor cultivation, solicitation and relations.
- Represents the organization at community functions and events, including those in the evenings and on weekends as appropriate.

- Relates favorably with community stakeholders, donors, funders, families, etc.
- Maintains a donor database in which information is entered accurately and thoroughly for new and renewing members and donors.
- Researches and prepare grants and proposals for individuals, corporate and foundation funding sources.

### **ADDITIONAL FUNCTIONS**

- Operates a motor vehicle (includes school bus) to transport program participants or to conduct other work activities (commercial vehicle training and licensing provided by CBFS).
- Operates or crews on research vessels of various sizes and function, including small skiffs and kayaks.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

### **DESIRED QUALIFICATIONS**

- Bachelor's Degree (Master's degree preferred) in education, environmental education, natural sciences, nature interpretation, marine science or closely related field; supplemented by a minimum of five (5) years previous experience and/or training in education, summer youth/adult program operations, or any equivalent combination of education, ideally with some experience in residential education.
- Excellent natural history and science communication skills.
- Proven success in curriculum and program development, assessment, and evaluation; experience with inquiry based hand-on science methods.
- Experience in fundraising/grant-writing as well as budgeting.
- Minimum of 2 year's supervisory experience, commitment to team work and demonstrated success in leadership and staff management.
- Communications and computer experience including word processing, illustrated presentation, spreadsheets and databases.
- Self-motivated and detail-oriented with the ability to work independently and as a team player on multiple tasks.
- Ability to Earn & maintain a valid Virginia commercial driver's license.
- Advanced First Aid and/or Water Safety training desirable.
- Enjoy working outdoors in all weather conditions.
- Position requires employee to reside on premises of CBFS, with residence and utilities provided by CBFS.

### **SALARY AND BENEFITS**

- Exempt, full-time year round position involving weekend and evening hours
- Competitive salary consistent with the staffing of a non-profit organization and commensurate with experience and skills
- Health benefits provided
- Paid vacation, holidays, and sick days
- On-site housing consisting of a furnished, modern, two-bedroom one bath apartment.
- Meals available at no cost in the cafeteria during scheduled programs

**TO APPLY:** Send letter of interest, resume, and 3 professional references to [employment@cbfieldstation.org](mailto:employment@cbfieldstation.org).

**Questions** can be directed to Emily Foy, School Programs Coordinator, at 757-824-5636 x 110

*Chincoteague Bay Field Station is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Association will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*