



## Assistant Director of Science Programs

### SUMMARY

Standard Work Days/Hours:	M - F / 8:30 am – 4:30 pm (40 hour workweek)
Weekend Work Required:	Occasional, with Comp Days given
Overtime Status:	Exempt
Start Date:	November 7, 2022
Seasonal / Full Time:	Full-time / Year-Round
Paid Vacation / Holidays:	10 days annually, 8 paid holidays, paid off Christmas - New Year
Personal/Sick Days	Up to 5 paid days per year pro-rated for term of employment
Benefits:	100% employee paid health insurance (bronze plan) <i>Employee may elect to upgrade to Silver or Gold plans</i>
Other Benefits:	Disability, life insurance Participation in 403(b) retirement plan with employer match
Reports to:	Director of Science Programs
Job Location:	200 S. Cross St., Chestertown, Maryland
Housing:	Available at SEF's Staff Housing Facility
Salary:	Commensurate with experience

### POSITION DESCRIPTION

Sultana Education Foundation (SEF), a private non-profit 501 (c)(3) organization based in Chestertown, Maryland that works with over 10,000 students annually, seeks a full-time Assistant Director of Science to implement programs for students ranging in age from toddlers to senior citizens focusing on the ecology and natural history of the Chesapeake Bay. This individual will work closely with the Director of Science to deliver instruction in a wide variety of programming formats including:

- Land-based ecology programs for school groups in the spring, fall, and winter at the Foundation's Holt Education Center, a state-of-the-art facility located in the heart of Chestertown's National Landmark Historic District

- Classroom-based instruction in area schools focusing on how land use in local watersheds impacts the health of aquatic ecosystems downstream
- Week-long summer camps for young children (ages 5 – 7) based at the Holt Center
- Academic enrichment programs for infants and toddlers (ages 1 – 4)
- Walking tours of historic Chestertown with area schools
- Canoe and kayak day trips on tidal tributaries in the region (in support of trip leaders)

SEF's Assistant Director of Science will play a lead role in caring for the equipment and marine life in the Holt Center's Wet Lab, including tank maintenance, weekly feedings, and general animal handling. This individual should have strong interpersonal skills, a love of working with children in the outdoors, and the ability to work in a dynamic and flexible teaching environment.

### **KEY RESPONSIBILITIES**

- Provide general support to the Director of Science Programs
- Deliver high-quality K-12 environmental education programs focused on Chesapeake Bay ecology and natural history
- Participate in set-up and clean-up of daily activities
- Support paddling programs with student groups
- Take a lead role with care and maintenance of the Holt Education Center's animal ambassadors
- Lead games, crafts, and science lessons for Bay Discovery Camp
- Dispense basic First Aid when necessary
- Ensure students and campers have a fun, safe learning environment

### **CORE QUALIFICATIONS**

- A bachelor's degree or equivalent education, training, or experience in science, environmental, or multidisciplinary studies, or a relevant field
- At least 1 year of relevant formal or informal teaching experience, including environmental education, science education, or residential outdoor education
- Ability to work flexible hours, including occasional weekends
- A valid First Aid / CPR certificate or willingness to obtain upon hire
- A desire to work with students and inspire a love of learning and for the natural world
- Covid vaccination is required, with exception given to documented medical conditions or religious beliefs

## **ABOUT SULTANA EDUCATION FOUNDATION**

In 1997, a handful of educators from Maryland's Eastern Shore came together to build a replica of the 1768 schooner SULTANA to help students better understand the Chesapeake Bay. More than two decades later the Sultana Education Foundation (SEF) has grown to serve more than 14,000 students and teachers annually with a grade-appropriate progression of Maryland State Department of Education (MSDE) certified programs in history and environmental science. SEF has also become an important resource for individuals and families, providing summer enrichment programs and outdoor experiences for the public. Whether paddling in the wake of Captain John Smith, sailing on the schooner SULTANA, exploring land-use issues at the Lawrence Wetlands Preserve, or serving as a citizen scientist at the Holt Education Center, participants in SEF's programs gain a better understanding of the Chesapeake Bay and the role they can play in saving this national treasure.

## **OUR MISSION**

Provide transformative educational experiences in which students investigate the natural and human history of the Chesapeake Bay while exploring solutions for a more sustainable ecosystem.

## **DIVERSE, EQUITY, AND INCLUSION STATEMENT**

Sultana Education Foundation (SEF) is committed to and accountable for advancing diversity, equity, and inclusion in all of its forms. We embrace individual uniqueness, foster a culture of inclusion that supports both broad and specific diversity initiatives, leverage the educational and institutional benefits of diversity, and engage all individuals to help them thrive. We value inclusion as a core strength and an essential element of our public service mission.

## **HOW TO APPLY**

Interested candidates should email a resume, cover letter, and two references to Jackie Doerr at [jdoerr@sultanaeducation.org](mailto:jdoerr@sultanaeducation.org).