

Howard County Conservancy
Education Manager Job Description
Full Time Position



The Education Manager is responsible for management of elementary education programs which include field trips and in school outreach programs, support of secondary education programs and serving as Summer Camp Director. The Education Manager is also responsible for schools out programs and birthday party programs. This position reports to the Assistant Director and supervises three Summer Camp Counselors and summer camp interns. Weekends and evenings required.

Duties include:

- Marketing, booking, logistical management and teaching of elementary school programs.
- Development and revision of curriculum and volunteer naturalist training materials.
- Coordination of programs with the Howard County Public School System.
- Working in partnership with community groups such as Master Gardeners, Master Naturalists and area non-profit organizations to strengthen educational programming.
- Recruitment, training and recognition of volunteer naturalists in partnership with the volunteer coordinator.
- Directing the Summer Nature Camp including hiring and supervising camp counselors and junior counselors, all communications and interactions with parents, supporting counselors to provide high quality programming and ensuring the highest standards of safety.
- Marketing of Summer Camp/Schools Out program and management of registration, including management of the camp registration CRM.
- Completing all required certification paperwork for Summer Camp
- Providing educational programs with the Conservancy's animals, including handling of snakes and owls.
- Manage other children's educational programming to include birthday parties, scout programs, etc.
- Active participation as a member of the Conservancy staff team, assisting with special events, preschool substitutions and other programs as needed.
- Other duties as assigned.

Requirements

- BA/BS degree preferred
- 2+ years experience in environmental education
- Ability to handle multiple tasks and roles patiently and professionally
- Proven communication skills and solid decision-making skills

- Strong project management and time management skills; highly organized and detail oriented
- Works effectively with a variety of staff, clients and stakeholders
- Proficient with Microsoft Office, Google Suite, and CRM systems.

Benefits include:

- Three weeks PTO with an increase after 5 years, 14 paid holidays
- Pretax Simple IRA with fully vested employer match of 3%
- Employer funded short & long term disability insurance and life insurance
- Employer funded dental insurance
- Employer contribution to health insurance

Email resume and cover letter to Talita Lucena talita.lucena@howardnature.org.
Position will be open until filled with qualified candidate

Salary Range: \$55,000-58,000