



Program and Community Engagement Manager

The Program and Community Engagement Manager is responsible for managing weekend educational programs and coordinating individual and group volunteer events that promote and extend the reach of the Nature Center. This person's job includes identifying volunteer tasks, soliciting appropriate community and corporate resources to fulfill the tasks, and overseeing volunteer efforts. This person will have an understanding of the grounds in order to manage volunteer projects.

The Program and Community Engagement Manager will work Saturday and/or Sunday as needed for weekend volunteer events and weekend program management. This may change seasonally as our programming and events are scheduled.

Hours: Full Time, 40 hours per week, Wednesday - Sunday. Hours of day and days of the week will fluctuate depending on events and programming on the calendar. Prior experience with Dunwoody Nature Center is a plus, but not required.

Key Responsibilities:

- Manages Volunteer Program. Lead Second Saturday Volunteer events each month. Maintain inventory of number of volunteers, skill set, and timeframe required for activities/events
- Coordinate with staff to determine volunteer needs for events and programs exclusive of camp.
- Recruit new volunteers and oversee regular communication with volunteers to develop relationships and provide positive experiences
- Oversee one volunteer recognition event with assistance from staff per year
- Speak in front of large groups for volunteer events and weekend educational programs
- Develop and Maintain a Grounds Management Calendar
- Maintain working relationship with City of Dunwoody Parks and Rec Department
- Works with Program Manager to schedule weekday volunteer events for corporate and other private groups
- Have a working knowledge of the Master Park Plan for park projects
- Help create and manage budgets for assigned program areas
- Plan and execute and staff seasonal programs such as Friday Nights Hikes, Great Backyard Bird Count, Family Campouts, Free First Saturdays
- Manage, schedule and staff Children's Birthday Parties and Scout Programs, including merit badge classes.
- Schedule part time educators to fill assigned program area needs and provide training, support and supervision.
- Manage and maintain inventory of educational supplies to assure proper resources are available for all programs
- Support weekend and weekday educational programming, including teaching when needed or directed by the Program Director
- Assist the rest of the staff with special events, fundraising events, and facility management as needed

Qualifications:

- Must embrace the mission of the Dunwoody Nature Center to inspire a love of nature and cultivate greater environmental understanding and stewardship
- Bachelor's degree in education, environmental education, natural sciences or equivalent training/experience
- Proficient use of Word Press and Constant Contact (or similar programs)
- Proficient use of Microsoft Word, Excel and PowerPoint
- Demonstrated strong interpersonal and writing skills (examples welcomed)
- Love of the outdoors and willingness to learn about native flora, fauna and ecosystems
- Must be able to be outdoors for extended periods, carry up to 50 lbs., and walk five miles.
- Ability to plan, organize and execute events effectively
- Demonstrate professional conduct at all times
- Environmental education or outdoor education teaching experience preferred

About the Dunwoody Nature Center: We are a private non-profit 501c3 organization that operates within a 22-acre public park through a long-term lease with the City of Dunwoody. The staff of seven full time employees work closely with a volunteer Board of Directors to safeguard to the organization's mission of inspiring the love of nature and cultivating environmental understanding and stewardship by: conserving and enhancing the park; educating children, families, and adults of all ages about the natural world and our place in it; and motivating environmental awareness and responsible action. The Dunwoody Nature Center is an equal opportunity employer.

Reports to: Program Director

Hours: Full-Time 40 hours/week; weekend work required

Compensation: The Dunwoody Nature Center offers competitive compensation commensurate with experience and other qualifications. Benefits include funding of a healthcare reimbursement account, paid time off and professional development opportunities.

To apply, please send resume and cover letter to Program Director Holly Loscavio at holly@dunwoodynature.org.