



## **Program Manager**

The Program Manager primarily focuses on creating and coordinating adult and children's educational weekday classes and programs. The Program Manager is also the assistant Summer Camp Director and coordinator of the Junior Counselor program. The Program Manager must have knowledge of sound environmental education practices and a commitment to conservation and environmental sustainability.

### **Principal Job Responsibilities:**

- Develop, execute and manage the day-to-day operations of assigned educational programming
- Actively identify areas of current programs that need improvements and work towards addressing the improvements and developing new programs that align with the Nature Center's mission
- Achieve budgetary goals (income/expense) for assigned program areas
- Act as assistant camp director for all youth camp programming as directed by the Program Director. Coordinate schedule with Program Director so all holiday and summer camps are covered by the Camp Director or Assistant Camp Director.
- Manage the Junior Counselor program and act as the National Charity League (NCL) volunteer liaison to recruit volunteers for camp programs
- Plan, coordinate, and execute adult educational programming on weekdays, this includes a variety of diverse programming.
- Plan, coordinate, and execute weekday children's programming that takes place September – May, this includes but is not limited to Field Trip Programs and The Milkweed Project.
- Festival leader for the Fairy Tale Forest Festival (March) and the Butterfly Experience (September)
- Schedule part time educators to fill assigned program area needs and provide training and support
- Manage and maintain inventory of educational supplies to assure proper resources are available for all programs
- Teach field trip programs, camp classes, and other programs when part-time educators are not available.
- Assists Program Director and Community Outreach and Program Manager with animal care as needed.
- Assist the rest of the staff with other projects, 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 Microsoft Office and social media platforms (Facebook, Instagram, Twitter, etc.)
- Affable personality with experience working with and teaching children and other educators. An ability to relate to a wide variety of ages and audiences
- Proven ability to plan, organize and execute classes and events effectively & efficiently
- Strong interpersonal and writing skills (examples welcomed)
- Love of the outdoors and willingness to learn about native flora, fauna and ecosystems
- Demonstrate professional conduct at all times
- Must be able to lift 50 pounds and walk 5 miles

**About the Dunwoody Nature Center:** We are a non-profit 501c3 organization that operates within a 22-acre park with the City of Dunwoody. The staff of nine employees work closely with a volunteer Board of Directors to safeguard 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

**Work Schedule:** Full time, nights and weekends as needed

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

To apply, please send resume and cover letter to Program Director Holly Loscavio at [holly@dunwoodynature.org](mailto:holly@dunwoodynature.org).