



## **School Programs Manager – Full Time**

*Baltimore Woods Nature Center fosters enduring stewardship of our natural world by offering immersive programs and a place in Central New York for everyone to cultivate appreciation and personal connections to nature through environmental education, recreation, play, and research. We put nature in your hands.*

Baltimore Woods Nature Center is a non-profit organization located in Marcellus, NY that has been dedicated to the mission of connecting individuals and communities with nature for over 50 years. Located on 182 acres of land, the Baltimore Woods preserve is home to the John A. Weeks Interpretive Center and includes six miles of trails that lead visitors through various stages of successional forest including a pond, valleys, wetlands, and streams. Each year, over 25,000 individuals visit Baltimore Woods Nature Center to hike our trails, attend a public program or event, or participate in a field trip or work project. **We are currently seeking an experienced and enthusiastic individual to oversee coordination, delivery, and growth of our school-based programs across the Central New York community including the Syracuse-based *Nature in the City* program and on-site field trips.**

The School Programs Manager takes a leadership role among the Environmental Education team with responsibilities of strategy, development, coordination, and evaluation of school-based programs. Candidates can expect opportunities to develop creative new programming content, structure program offerings to accommodate a wide variety of ages and experiences, and manage a mission-driven suite of programs that contribute toward organizational strategic goals and vision. This position reports to the Executive Director, includes a benefits package and opportunities for professional development.

This is a newly restructured position, based on growth and strategic goals of the organization. The successful candidate must be able to manage their schedule and work well in a team environment with other staff, volunteers, and interns. The ability to manage and communicate in an open, transparent and effective way with staff and participants from various backgrounds will be important. Flexibility, positive attitude, initiative, the ability to prioritize responsibilities, and problem solve are a must.

### **Essential Functions:/ Job responsibilities**

- **Program Management & Coordination:** The School Programs Manager oversees two of the largest program areas for the organization including budgetary oversight and program evaluation. In addition, working with the marketing staff, the Manager will contribute content to ensure program promotion and awareness to achieve revenue and philanthropic goals.
  1. ***Nature in the City:*** Now in its 20<sup>th</sup> year, this outreach program brings hands-on/minds-on natural science learning to thousands of elementary school children in the City of Syracuse each year. This position serves as the liaison between Baltimore Woods and the administration and teachers across the Syracuse City School District (SCSD) to develop and evaluate content, train staff, and schedule delivery of programs at participating schools throughout the school year. Programs are delivered to classrooms across the SCSD to more than 8,000 students each school year.
  2. ***On-Site Field Trips:*** A cornerstone of Baltimore Woods, field trips are offered in every season both in-person and virtually. This position serves as the primary point of contact

for school-based field trip requests and will take the lead on identifying new opportunities for educational programs and school field trips. The Manager is responsible for building a strong set of program offerings that support local curriculum needs and provide engaging outdoor experiences for local schools.

- **Naturalist/Educator:**

1. Deliver education programs year round, including *Nature in the City*, field trips, Nature Day Camps, and high-quality interpretive programming for all ages. Deliver community programs to local groups including libraries, scouts, and birthday parties (on and off-site).
2. Contribute content for marketing and public relations, including content for our website, social media posts, virtual content, photographs, and blog posts.
3. Participate in other programs as needed, including Summer Nature Day Camp.

- **Team Management:** Collaborating with the Program Manager and Executive Director, directly oversee the Environmental Education team made up of full-time and part-time education staff. The position can expect to play a role in identifying staff and volunteer needs for programs as well as actively recruiting, training, and evaluating staff.

- **Other:** Staff Interpretive Center on a rotating basis on Saturday; perform other duties as assigned.

### **Job Requirements/Qualifications**

- College degree or significant experience in environmental interpretation, education, environmental education, or related field.
- Experience working with school age (and/or preschool age) children in formal and/or non-formal education settings.
- Proven success in curriculum and program development. Experience with assessment and evaluation methods preferred.
- A commitment to team work and demonstrated success in leadership and staff management
- Excellent teacher/naturalist skills including understanding of natural science themes, nature-play, and interpretation.
- Excellent interpersonal and customer service skills
- Excellent written, verbal and presentation communication skills
- Strong organizational skills, ability to multi-task, adapt to change, and to prioritize effectively.
- Ability to work independently and as part of a collaborative team.
- Proficient in Microsoft Office and Google Suite
- Have reliable transportation and be comfortable with commuting from Marcellus to Syracuse and other outreach locations.
- Flexibility of hours: some evenings, weekends, and holidays are required.

To apply, send resume and cover letter to:

Whitney Lash-Marshall, Executive Director

Via Mail: 4007 Bishop Hill Road, P.O. Box 133 Marcellus, NY 13108

Via Email: [whitney@baltimorewoods.org](mailto:whitney@baltimorewoods.org)

This position is available immediately. Initial review of applications will begin November 2021.

[www.baltimorewoods.org](http://www.baltimorewoods.org)