

JOB TITLE: Education Director
DEPARTMENT: Education
POSITION TYPE: Full Time / Non-exempt
REPORTS TO: Operations Director
DIRECTLY SUPERVISES: Staff Naturalist(s)



MISSION: Cottonwood Canyons Foundation (CCF) works to continuously improve the environments of Big and Little Cottonwood Canyons through education and stewardship programs.

The Cottonwood Canyons are a critical and magnificent ecosystem, provide approximately 60% of the drinking water for Salt Lake City, and are a major economic engine for Utah's ski industry. They are also located within one of the most highly-visited portions of national forest in the nation and receive extraordinarily high numbers of visitors and therefore experience high levels of use and recreational pressure.

We see it as extremely important to educate the public who utilize this area for recreation and who rely on it daily for their drinking water, on the canyons' importance and how they can help promote their ecological health. We also aim to provide the community with direct and hands-on ways to give back to this environment through volunteering.

It is our belief that if we all better understand the importance of this area, and if we all take part in helping to improve it, the Cottonwood Canyons will continue to be a healthy environment and watershed and a spectacular place to recreate for generations to come. We're grateful to our partners and community of volunteers for their help in these efforts.

PURPOSE OF POSITION: Cottonwood Canyons Foundation is looking to expand their current education opportunities while maintaining ongoing quality programming. This position will offer a unique opportunity for a seasoned professional to provide vision and direction to an established non-profit in the realm of high quality environmental education for all ages.

The Education Director will provide leadership and training in interpretive and environmental education program delivery while collaborating with program staff, interns, volunteers, and organizational partners. This position will create, design, and deliver interpretive and educational programs as well as supervise seasonal staff.

REQUIRED SKILLS AND BACKGROUND:

- ✓ A Bachelor of Science degree or higher (or equivalent experience) in education natural science, or a closely related field.
- ✓ Extensive experience (2 or more years) as interpreter/educator who creates and delivers programs in informal science, environmental education, and/or natural history interpretation.
- ✓ Experience with interpretive and educational curriculum planning, evaluation, and training.
- ✓ Experience providing direction and leadership to staff, including motivational techniques and training methods.
- ✓ Outdoor leadership skills.
- ✓ Strong oral and written communication skills. Bilingual preferred (Spanish).
- ✓ Strong interpersonal skills.
- ✓ Knowledge of the Cottonwood Canyons area through recreational use preferred.
- ✓ Ability to maintain daily and other periodic reports.
- ✓ Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- ✓ Ability to work legally in the United States.
- ✓ Able to pass a background check and drug screening as requested.

KNOWLEDGE AND SKILLS:

- ✓ Knowledge of the Utah State Board of Education Core Curriculum.
- ✓ Experience in inquiry-based STEM/STEAM outdoor education.
- ✓ Willingness and ability to work in a dynamic environment, in a team setting.
- ✓ Willingness and ability to work in a variety of weather conditions and challenging environments.
- ✓ Strong computer skills, including word processing, spreadsheet, and presentation software.
- ✓ Preference given to a proven track record in connecting stewardship and environmental education.
- ✓ Willingness and ability to ski/board and snowshoe at an intermediate level.
- ✓ Enthusiasm for working with volunteers.
- ✓ Mature and positive attitude. Professionalism and good communication skills.

WORKING ENVIRONMENT: Work is performed in a combination of indoor and outdoor settings. Work may be performed during challenging weather conditions, and may require physical labor including: hiking, walking, lifting, bending, reaching.

PHYSICAL REQUIREMENTS:

- ✓ Ability to sit for long periods of time while also performing typing duties on a computer.
- ✓ Ability to stay standing or actively walking and hiking on a variety of terrain.
- ✓ Ability to lift and carry objects of moderate weight.
- ✓ Ability to lift, bend, stoop, kneel, crouch, push and other strenuous activities.

SCHEDULE:

- ✓ 40 hours per week.
- ✓ Typically, Monday – Friday, but frequent weekend or occasional evening work will be required.
- ✓ Overtime will not be permitted unless expressly approved by the Executive Director.

RESPONSIBILITIES:

Program Delivery and Oversight:

- ✓ Deliver year-round educational programming, including but not limited to naturalist wetland and snowshoe tours, wildflower tours, ski-naturalist programming and Kid's Days.
- ✓ Works directly with the Operations Director and under direction from the Executive Director to create and implement new all-age environmental education programming.
- ✓ Supervises the ongoing training and development of seasonal naturalist staff members and long-term naturalist volunteers.
- ✓ Responsible for curriculum development, program coordination and program delivery.
- ✓ Conducts evaluations of programs and builds annual proposals for changes.
- ✓ Monitors and manages compliance with grant requirements to adhere to specific requirements.
- ✓ Establishes and manages relationships with local schools and will deliver programs in classroom settings.
- ✓ Must be comfortable speaking to large groups of people for assemblies, meetings and presentations.
- ✓ Provides regular feedback to Operations Director of program needs.

Volunteer Coordination:

- ✓ Works directly with the Operations Director and the Community Engagement Coordinator to coordinate daily volunteer efforts of programs and events.
- ✓ Assists in the coordination of long-term naturalist volunteers, including training and program implementation.
- ✓ Assists in the supervision of training and support for all education program volunteers.
- ✓ Implements safety protocols for volunteer management throughout the season.

Equipment:

- ✓ Responsible for inventory and maintenance of all education materials.
- ✓ Reports equipment needs to the Operations Director.

Administration:

- ✓ Tracks and reports all program outcomes throughout the year.
- ✓ Follows scheduling guidelines and grant initiatives.
- ✓ Occasional program support for events such as National Trails Day or Silver Lake Restoration Day or others as assigned.
- ✓ Must be able to articulate CCF's non-political mission and describe education and stewardship programs to the public.
- ✓ Responsible for assisting with the mid and end of year reporting requirements.
- ✓ Sends periodic reports to Operations Director with work/volunteer progress as assigned.
- ✓ Attend Board committee meetings as assigned.
- ✓ Follows safety management plans and initiates safe practices throughout the year.

ACKNOWLEDGEMENT: This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name

Date