



## Audubon Center of the North Woods

### JOB DESCRIPTION

<b>JOB TITLE</b> Education Director	<input type="checkbox"/> <b>HOURLY</b> <input checked="" type="checkbox"/> <b>SALARY</b>	<b>DEPARTMENT</b> Educational Program
<b>REPORTS TO</b> Executive Director Bryan Wood	<b>POSITION TYPE</b> 1 – Full Time Regular	<b>DATE</b>
<b>EXECUTIVE DIRECTOR APPROVAL</b>		<b>DATE</b>

#### 1. PURPOSE OF JOB

The purpose of this position is to provide leadership, management and execution of the highest quality environmental education programming for a wide variety of audiences. Programs include residential, day-use and outreach K-12, college, adult, community and senior programs, youth and family camps and retreats/conference groups. As a senior level administrator, this position assists the Executive Director and collaborates with Finance & Operations Director in leadership of the Audubon Center of the North Woods.

#### 2. ORGANIZATIONAL RELATIONSHIPS

Job title of this position's immediate supervisor:	Executive Director
Job titles of other positions reporting to the Executive Director:	Operations Director Development Director Director of Charter School Authorizing
Job titles of positions reporting directly to this Education Director position:	Education Manager Wildlife Coordinator Reservations Coordinator

#### 3. KNOWLEDGE, SKILLS, AND/OR EXPERIENCE REQUIREMENTS

- Minimum Level Education: Master’s Degree
- Demonstrated excellent written and verbal communications skills required including curriculum and public presentations
- Demonstrated commitment to excellence in environmental education required
- Demonstrated leadership and management of teams in a professional setting
- Excellent problem solving, decision-making and prioritization skills required.
- Good computer skills required

- Human resource management skills and experience required, including organizational development, performance evaluations, goal setting, training and development, motivating, team building, hiring, and discipline
- Manage programs within budget, read financial statements and use information to guide decision-making.
- Knowledge of ACNW programs and policies preferred
- Experience with risk management and emergency procedures
- First Aid and CPR certification required, additional certifications preferred
- Favorable background screening required
- Driver's license and ability to drive all types of vehicles, including 15 passenger vans with trailers

#### 4. PRINCIPLE ACTIVITIES/DUTIES

Position %	Program Management and Administration
20%	<ul style="list-style-type: none"> <li>• Direct all aspects of ACNW K-12, outreach, youth camp, family camp, &amp; Road Scholar programs, maintaining responsibility for appropriate, safe, and effective operations</li> <li>• Maintain oversight of programs including scheduling, staffing, facilities, equipment, etc.</li> <li>• Work collaboratively with other center department supervisors to ensure positive customer experiences while also enabling productive staff functioning in all departments</li> <li>• Design, lead and support the professional development of ACNW educational program staff</li> <li>• Lead and conduct the education department's recruitment of staff, hiring, retention, and employee performance evaluations</li> </ul>
10%	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Ensure ACNW meets all local, state, and federal regulations for safety in the programs</li> <li>• Direct and oversee complete and timely safety practices for all ACNW activities and facilities including policy, safety and security training for program staff</li> <li>• Review programs and facilities regularly for safety and security compliance.</li> <li>• Document all safety inspections, incidents, etc. as needed on a timely basis</li> </ul>

5%	<p><b>Financial and Business Management</b></p> <ul style="list-style-type: none"> <li>• Develop and manage operating expense budgets for education programs under jurisdiction</li> <li>• Assist in development of revenue budget and fee setting for programs, including appropriate scoping of new and existing programs</li> <li>• Assist in development and execution of annual budget</li> <li>• Ensure cost effective, high value and efficient use of financial resources in program delivery</li> </ul>
40%	<p><b>Program Development, Marketing and Partnerships</b></p> <ul style="list-style-type: none"> <li>• Seek, maintain &amp; strengthen relationships with leaders of k-12 school clients</li> <li>• Secure school attendance through retention of existing clients and recruitment of new schools</li> <li>• Support the center’s executive, communication and development functions</li> <li>• Assist with funding opportunities for programs, including grants and donations</li> <li>• Work with Leadership Team and Marketing Coordinator for the effective execution of ACNW marketing strategies and activities, with focus toward increasing enrollment</li> <li>• Assist in strategic and long-term planning for all ACNW programs</li> <li>• Represent ACNW with a wide variety of local, regional and national professional organizations appropriate to the ACNW mission</li> <li>• Review scholarship requests and follow up on funder requirements</li> <li>• Support communication efforts, including but not limited to writing and/or editing of center literature, marketing and related efforts</li> <li>• Seek out, develop and implement new educational opportunities and programs</li> </ul>
5%	<p><b>Curriculum and Instructional Design Management</b></p> <ul style="list-style-type: none"> <li>• Ensure that program design and implementation remain clearly aligned to the center’s mission, goals and strategic advancement efforts</li> <li>• Review and adjust curriculum, resources and staff development in response to changing trends in the industry</li> </ul>
10%	<p><b>Educational Vision and Leadership</b></p> <ul style="list-style-type: none"> <li>• Lead entire Audubon Center of the North Woods educational program staff</li> <li>• Lead the design process for, implement, and evaluate organization-wide educational goals, both short and long term, to position ACNW at the leading and growing edge of environmental education</li> <li>• Lead, create and implement successful tactics to achieve assigned objectives of the organizational strategic plan</li> </ul>

5%	<p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>• Manage design and implementation of all program-based evaluation activities</li> <li>• Monitor quality of education delivery, formally and informally through varieties of methods</li> </ul>
5%	<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• Periodically teach ACNW classes</li> <li>• Maintain working knowledge of all ACNW programs &amp; classes</li> </ul>

## 5. **PROBLEM SOLVING**

<ul style="list-style-type: none"> <li>• Human Resources – Create a working environment which promotes job satisfaction and growth for all employees. Work with employee concerns in a fair manner within policy guidelines</li> <li>• Enforce all ACNW policies in a fair, consistent manner</li> <li>• Effectively solve facility and property needs relational to customer experience on a timely basis in collaboration with facilities staff</li> <li>• Maintain programs in a manner that ensures safety to staff and students at all times</li> <li>• Address critical issues on a 24/7 basis and respond as needed</li> <li>• Anticipate potential concerns in all areas of the business. Proactively plan to prevent concerns or issues</li> </ul>
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## 6. **DECISION MAKING/FREEDOM TO ACT**

<ul style="list-style-type: none"> <li>• This position is limited by all ACNW policies and local, state, and federal laws, rules and regulations</li> <li>• This position must obtain Executive Director approval for spending beyond planned budget and for any capital spending</li> <li>• This position must obtain Executive Director approval for addition of any new programs, curriculums, and initiatives</li> <li>• This position has authority for all HR activities and decisions within the educational program</li> <li>• This position has authority for all purchases within approved budget</li> </ul>
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## 7. **ACCOUNTABILITY**

<ul style="list-style-type: none"> <li>• This position is accountable for the successful and timely execution of programs, policies, and procedures in accordance with the ACNW mission statement and business needs</li> <li>• This position is accountable for annual revenues and expenditures of approximately \$800,000</li> <li>• This position is accountable for the actions and performance of 12-15 staff</li> </ul>
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## 8. WORKING CONTACTS

<b>Position</b>	<b>Frequency</b>	<b>Purpose</b>
Executive Director	Weekly	All activities
Operations Director	Daily-Weekly	HR, work direction, finances
Office Staff	Daily	Work direction
Facilities Staff	Weekly	Work direction
Educational Program Staff	Daily	All activities
Fellows Staff	Daily	Work direction
Development Director	Periodically	Fund raising, program development
Food Service Staff	Weekly	Work direction
Clients	Daily	Quality control, marketing, relationship building
Marketing & Communications Coordinator	Weekly	Work direction
Professional Associations	As needed	Marketing, professional development, other
Board Committees	Monthly plus	Board meetings, operational updates, other
Board of Directors	6x/yr plus	Board meetings, other business

## 9. WORKING CONDITIONS

<ul style="list-style-type: none"> <li>• Employment at ACNW is “At Will” and is not a contract</li> <li>• Employment is conditional until acceptance of a favorable background screening</li> <li>• This position will require a minimum of 40 hours per week with a flexible work schedule including evenings and weekends to fulfill business needs. Full time attendance “on campus” is a normal expectation when not off campus for business purposes</li> <li>• This position will work outdoors in all types of weather conditions</li> <li>• This position requires work at heights of up to 25 feet</li> <li>• This position requires the ability to swim while wearing a PFD and adequately facilitate basic water rescue techniques</li> <li>• This position prefers competence in outdoor skills including orienteering, canoeing, backpacking, LNT camping, rock climbing, and ropes course management</li> <li>• This position requires occasional overnight, multi-day travel</li> <li>• This position requires regular and repetitive tasks related to computer and office work</li> <li>• This position requires a valid Class D drivers license, with a favorable driving record</li> <li>• This position requires physical exertion; occasional lifting of up to 50 lbs.</li> <li>• This position requires the ability to travel under his/her own power, for hours at a time, through the terrain of the entire ACNW property in all types of Minnesota weather year-round</li> </ul>
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**COMPENSATION:**

- Starting Annual Salary of \$40,000
- Eligible for Health Care and Simple IRA through ACNW. We currently offer health care coverage through Medica with a \$3,000 individual deductible and \$6,000 family deductible and contribute \$600 annually into your HSA to be used towards your deductible. We match your Simple IRA up to 3% of your annual earnings.
- 10 Annual Floating Holidays & 120 Hours PTO Annually beginning rate
- Professional Development & Training Opportunities

**To Apply:** Send Cover Letter, Resume and 3 References to Bryan Wood, Executive Director at [bwood@audubon-center.org](mailto:bwood@audubon-center.org) by July 15.