



Welty Environmental Center Program Director Job Description May 2016

Program Director/Teacher/Naturalist

Welty Environmental Center is seeking qualified applicants for a full-time Program Director. We need a dynamic individual to help connect with our diverse community and to further expand Welty Environmental Center programming and mission at its new location in Big Hill Park, Beloit, WI.

The Welty Environmental Center (Welty) is a non-profit educational organization, dedicated to serving the Wisconsin-Illinois stateline area with experiences in nature, leadership opportunities and thoughtful consideration of environmental issues, for children, families and adults. Over the last year, the Welty Environmental Center provided educational experiences for 5,937 people, including children from 30 different schools.

Responsibilities Include:

- *Onsite School Programs* - Schedule and conduct environmental education programs for K-12 groups; develop curriculum, activities and exhibits that meet WI/IL Learning Standards.
- *Other Welty Programming* – Direct, advise, and schedule Naturalist/Teachers who are hired on a per-event basis to lead classes, school groups, adult programs, and youth activities including day and summer camps.
- *Community Education* - Assist with community program development, implementation, and strengthen community awareness in conjunction with Development Coordinator; develop interpretive materials for self-guided nature tours.
- *Volunteers*-Work with the Membership & Volunteers Committee to identify volunteer talents and direct use of volunteers to assist with classes and other programs.
- *Interns*- Assist college level interns, who Welty agrees to supervise, with the planning and implementation of their projects.
- *Events* – Assist with planning and organization of outreach events and festivals such as: Maple Sugar Fest, Fall Harvest Fest.
- *Board* – Work with the Welty Board of Directors to carry out the Welty mission and strategic plan: monthly reports, monthly meetings and other administrative duties.

Qualifications:

- College degree or equivalent experience; strong background in ecological and earth sciences and teaching
- Experience in the environmental field
- Passion for environmental education and conservation
- Familiarity with Project Learning Tree, Project Wet & Project Wild
- Loves working with people of all ages and being outdoors
- Good program planning and program development skills
- Ability to establish and maintain community connections
- Able to work independently and in collaborative situations
- Strong computer, communication and organizational skills
- Proficient in social media platforms (Facebook, Twitter, Instagram, etc.)

Benefits:

- Opportunity to help expand a well-established program at our new facility at Big Hill Park
- Salary range \$30,000-34,000
- Professional development opportunities
- Other benefits to be negotiated

Requirements:

A valid driver's license, ability to perform strenuous outdoor work, at least 3 excellent references.

Deadline to Apply:

Completed applications received by May 30, 2016 will get first consideration.

To Apply:

Send resume, cover letter, academic credentials, and three letters of reference which address qualifications including field sciences and teaching/teacher preparation.

Send Application to:

Welty Environmental Center: 1201 Big Hill Court, Beloit, WI. 53511 OR info@weltycenter.org (please send all documents as pdf files). Attn. Search Team