



## Welty Environmental Center Program Director Job Listing March 2018

### ***Program Director/Teacher/Naturalist***

Welty Environmental Center is seeking qualified applicants for a full-time Program Director position (40 hours/week with flexibility; Welty conducts programming on weekdays, weekends, school breaks, after school, and evenings). We are looking for a dynamic individual to help connect with our diverse community, and to further expand our offerings. Welty has been in operation since 1999, and is located in the 190-acre Big Hill Park along the Rock River in Beloit, WI.

Welty is a non-profit educational organization, dedicated to offering the Wisconsin-Illinois Stateline area experiences in nature, leadership opportunities, and thoughtful consideration of environmental issues, for children, families, and adults. In 2017, Welty provided educational experiences for over 5,500 people, including children from 30 different schools.

### **Responsibilities Include:**

- *School Programming* – Schedule and conduct environmental education programs for Pre/K-12 groups; develop curriculum, activities, and exhibits
- *Public/Community Programming* – Develop, plan, execute, and create engaging programs for groups and the general public in collaboration with volunteers, staff, and programming partners
- *Management* – Recruit, hire, train, supervise, evaluate, and retain all program staff and volunteers
- *Administration* – Provide organizational support for the program department (scheduling, reporting, budgeting, invoicing, long-range planning)
- *Events* – Assist with planning and organization of outreach events and festivals

### **Qualifications:**

- College degree, with a strong background in ecological and earth sciences
- 3 years' experience in the environmental and/or education fields
- Minimum of one year of experience in a management role
- Strong communication and organizational skills
- Program planning and development skills
- Ability to establish and maintain community connections
- Able to work independently and in collaborative situations
- Experience with computer, social media and website content
- Passion for environmental education and conservation

**Benefits:**

- Opportunity to help expand a well-established program at our facility at Big Hill Park
- Flexible scheduling
- Work closely with majority minority school district of Beloit to develop nature-based learning experiences (the district is 62.7% non-white minorities)
- Extensive community collaboration on environmental education activities
- 2 weeks paid vacations and select holidays
- Salary range \$32,000-36,000
- Professional development opportunities
- Welty Environmental Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics

**Requirements:**

US citizenship or lawful permanent residency, a valid driver's license, ability to perform outdoor work and at least 3 excellent references.

**Deadline to Apply:**

Completed applications received by March 30, 2018 will get first consideration.

**To Apply:**

Send resume, cover letter, academic credentials, and three letters of reference which address qualifications including: field sciences, education experience, organization, and management skills.

**Send Application to:**

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