**Job title:** Education Director  
**Reports to:** Executive Director  
**Department:** Educational Program  
**Job location:** Sandstone, Minnesota  
**Preferred starting date (flexible):** June 1, 2021 or later  
**Job Type:** Full-time/regular, salaried

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, virtual, 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 the Operations Director in leadership of Osprey Wilds.

2. **ORGANIZATIONAL RELATIONSHIPS**

<table>
<thead>
<tr>
<th>Reports to Executive Director:</th>
<th>Reports to Education Director:</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Development Director</td>
<td>o Fellowship Coordinator</td>
</tr>
<tr>
<td>o Director of Charter School Authorizing</td>
<td>o Wildlife Coordinator</td>
</tr>
<tr>
<td>o Education Director</td>
<td>o Reservations Coordinator</td>
</tr>
<tr>
<td>o Operations Director</td>
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</tbody>
</table>

3. **EXPERIENCE, SKILLS AND KNOWLEDGE REQUIREMENTS**

- Minimum Level Education: Master’s Degree  
- Preferred: K-12 Science Licensure and K-12 classroom teaching experience  
- Demonstrated excellent written and verbal communications skills, including curriculum and public presentations.  
- Demonstrated commitment to excellence in environmental education.  
- Demonstrated commitment to educational equity, inclusion, and justice.  
- Demonstrated leadership and management of teams in a professional setting.  
- Excellent problem-solving, decision-making and prioritization skills.  
- Good computer skills, including Google Suite, Zoom and Microsoft Office.  
- Human resource management skills and experience, including organizational development, Justice, Equity, Diversity, and Inclusion (JEDI), performance evaluations, goal setting, training and development, motivating, team building, hiring, and discipline.
• Ability to manage programs within budget, read financial statements and use information to guide decision-making.
• 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

Program Management and Administration (30%)
• Direct all aspects of Osprey Wilds K-12, outreach, youth camp, family camp, & Road Scholar® programs, maintaining responsibility for appropriate, safe, and effective operations
• Maintain oversight of programs including scheduling, staffing, facilities, equipment, etc.
• Work collaboratively with other center department supervisors to ensure positive customer experiences while also enabling productive staff functioning in all departments
• Design, lead and support the professional development of Osprey Wilds educational program staff
• Lead and conduct the education department’s recruitment of staff, hiring, retention, and employee performance evaluations

Program Development, Marketing and Partnerships (30%)
• Seek, maintain & strengthen relationships with leaders of k-12 school clients
• Secure school attendance through retention of existing clients and recruitment of new schools
• Support the center’s executive, communication and development functions
• Assist with funding opportunities for programs, including grants and donations
• Work with Leadership Team and Marketing Coordinator for the effective execution of Osprey Wilds marketing strategies and activities, with focus toward increasing enrollment
• Assist in strategic and long-term planning for all Osprey Wilds programs
• Represent Osprey Wilds with a wide variety of local, regional and national professional organizations appropriate to the Osprey Wilds mission
• Review scholarship requests and follow up on funder requirements
• Support communication efforts, including but not limited to writing and/or editing of center literature, marketing and related efforts
• Seek out, develop and implement new educational opportunities and programs

Risk Management (10%)
• Ensure Osprey Wilds meets all local, state, and federal regulations for safety in the programs, including COVID-19 Preparedness
• Direct and oversee complete and timely safety practices for all Osprey wilds activities and facilities including policy, safety and security training for program staff
• Review programs and facilities regularly for safety and security compliance.
• Document all safety inspections, incidents, etc. as needed on a timely basis
Educational Vision and Leadership (10%)
- Lead entire Osprey Wilds educational program staff
- Lead the design process for, implement, and evaluate organization-wide educational goals, both short and long term, to position Osprey Wilds at the leading and growing edge of environmental education
- Lead, create and implement successful tactics to achieve assigned objectives of the organizational strategic plan

Financial and Business Management (5%)
- Develop and manage operating expense budgets for education programs under jurisdiction
- Assist in development of revenue budget and fee setting for programs, including appropriate scoping of new and existing programs
- Assist in development and execution of annual budget
- Ensure cost effective, high value and efficient use of financial resources in program delivery

Curriculum and Instructional Design Management (5%)
- Ensure that program design and implementation remain clearly aligned to the center’s mission, goals and strategic advancement efforts
- Review and adjust curriculum, resources and staff development in response to changing trends in the industry

Evaluation (5%)
- Manage re-accreditation process and evaluate program based on accreditation rubric.
- Manage design and implementation of all program-based evaluation activities
- Monitor quality of education delivery, formally and informally through varieties of methods

Teaching (5%)
- Periodically teach Osprey Wilds classes
- Maintain working knowledge of all Osprey Wilds programs & classes

5. PROBLEM SOLVING
- Create a working environment which promotes job satisfaction and growth for all employees. Work with employee concerns in a fair manner within policy guidelines.
- Enforce all Osprey Wilds policies in a fair, consistent manner
- Effectively solve facility and property needs relational to customer experience on a timely basis in collaboration with facilities staff.
- Maintain programs in a manner that ensures safety to staff and students at all times.
- Address critical issues on a 24/7 basis and respond as needed.
- Anticipate potential concerns in all areas of the business. Proactively plan to prevent concerns or issues.

6. DECISION MAKING/FREEDOM TO ACT
- This position is limited by all Osprey Wilds policies and local, state, and federal laws, rules and regulations
- This position must obtain Executive Director approval for spending beyond planned budget and for any capital spending
- This position must obtain Executive Director approval for addition of any new programs, curriculums, and initiatives
• This position has authority for all HR activities and decisions within the educational program
• This position has authority for all purchases within approved budget

7. ACCOUNTABILITY
• This position is accountable for the successful and timely execution of programs, policies, and procedures in accordance with the Osprey Wilds’ mission statement and business needs
• This position is accountable for annual revenues and expenditures of approximately $800,000
• This position is accountable for the actions and performance of 11 staff

8. WORKING CONTACTS

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

9. WORKING CONDITIONS
• Employment at Osprey Wilds is “At Will” and is not a contract.
• Employment is conditional until acceptance of a favorable background screening.
• 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, except for remote-working during COVID-19.

- This position will work outdoors in all types of weather conditions.
- This position requires work at heights of up to 40 feet.
- This position requires the ability to swim while wearing a PFD and adequately facilitate basic water rescue techniques.
- This position prefers competence in outdoor skills, including orienteering, canoeing, backpacking, Leave No Trace, camping, rock climbing, and ropes course management.
- This position requires occasional overnight, multi-day travel.
- This position requires regular and repetitive tasks related to computer and office work.
- This position requires a valid Class D driver’s license with a favorable driving record.
- This position requires physical exertion; occasional lifting of up to 50 lbs.
- This position requires the ability to travel under his/her own power, for hours at a time, through the terrain of the entire Osprey Wilds property in all types of Minnesota weather year-round.

10. COMPENSATION:

- Starting Annual Salary of $45,000
- Eligible for Health Care and Simple IRA through Osprey Wilds. We currently offer health care coverage through Health Partners with a $3,000 individual deductible and $6,000 family deductible and contribute $625 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 three references to Bryan Wood, Executive Director at wood@ospreywilds.org