



Osprey Wilds

Environmental Learning Center

Fellowship Coordinator Job Posting

[Osprey Wilds Environmental Learning Center](#) is a 501(c)(3) non-profit organization near Sandstone, MN that provides residential and day-use outdoor educational opportunities to a diverse audience in an intimate setting. The Fellowship Coordinator plays a critical role on the Education Leadership Team by being on the primary supervisor for our Education Fellowship team and the overall manager of the Fellowship program. This person provides ongoing mentorship, training and professional development for our core front-line educators (Fellows). We hope you join our dedicated and passionate education team in our effort to instill a connection and commitment to the environment in people of all communities through experiential learning!

This is a supervisory position, and is responsible for the direct supervision of all Osprey Wilds Education Fellows. This position communicates with staff across the organization including the Education Director, Operations Director, Finance Administrator, Facilities Manager, Grounds Manager, Housekeeping Staff, Food Service Manager, Front Desk Clerk, Wildlife Coordinator and other staff positions. This position reports directly to the Education Director.

While this position does not directly manage a budget, this position is responsible for managing expenditures directly related to the education program.

Responsibilities include but are not limited to:

- Mentoring and training 8-10 upcoming environmental educators
- Managing a robust schedule and equitably assigning education fellows to tasks
- Communicating with Osprey Wilds staff on employee, curriculum, materials, and teaching space needs
- Train staff on K-12 programming, adventure programming, and JEDI skills
- Collaborate with staff and external partners on curriculum development
- Teach environmental science, STEM, outdoor recreation and wildlife classes to K-12 and adult audiences
- Lead and support summer camp programming
- Recruit and hire education fellows for two cohorts each year
- Participate and lead in JEDI and other internal professional training and opportunity to sit on the JEDI committee
- Provide organizational support as needed or assigned

Osprey Wilds Expects our Education Leadership Team Members to be:

- Committed to providing access to positive experiences in nature with all site visitors in an equitable and just manner
- Passionate about growing their skills and knowledge
- Tenacious and able to work in a fast paced environment
- Respectful and responsive communicators

We think you should apply if you:

- Are willing to take initiative to support our programs and staff
- Consider yourself a self starter
- Have a passion for animals and have a willingness for working with and caring for our animal ambassadors
- Have experience in working with learners of all ages; particularly adults
- Have wicked organizational skills and attention to detail
- Take pride in understanding others and are able to respond constructively and compassionately
- Are able to be adaptive to meet your groups needs, including being vulnerable and stepping out of your comfort zone
- Have excellent verbal and written interpersonal skills
- Are able to manage a flexible schedule which includes some evenings and weekends, 40-44 hours per week

Minimum Qualifications

- AA, BA or BS in Therapeutic Recreation, Student Social Services, Education, Human Dimensions, natural resources or a related field, or 3 years equivalent work experience/training
- Minimum 2 years of experience coaching, counseling, or managing residential students or staff. Lead worker experience is acceptable for this qualification.
- Excellent interpersonal skills
- Microsoft Office & Google Documents Proficiency
- Ability to learn new computer programs
- Is COVID-19 vaccinated or is willing to become vaccinated
- Ability to respond to emergency situations which may occur outdoors in inclement weather, on water, and on rugged terrain
- Current class D driver's license
- Ability to lift 25 pounds on a routine basis

Preferred Qualifications

- 2 or more years of supervisory experience
- Master's Degree in Education - Curriculum and Instruction or Adult Development, Environmental Education, Human Dimensions, Student Social Services, natural resources or related field
- Experience leading and incorporating Justice, Equity, Inclusion and Diversity initiatives into work environments
- 2 or more years of developing and conducting professional development training for adults

Benefits:

- Work in a beautiful setting: 780 acres with coniferous and mixed hardwood forest, creek, prairie, and wetland areas, as well as a lake with a beach
- Salary starting at \$43,000
- Health, Vision, and Dental Plan options
- Life insurance, short-term and long-term disability insurance
- Simple IRA plan with 3% match
- HSA with employer contribution
- Free Employee Assistance Program
- \$300/year for professional development activities
- Made from scratch lunch provided during working hours
- Opportunity for receiving National Association for Interpretation Certified Interpretive Guide credentials, National Archery in our Schools Program Basic Archery Instructor certification, and other industry related certifications
- 3 weeks starting PTO with regularly scheduled increases
- 11 Floating Holidays

Open Until Filled, priority given to applications received by November 1, 2024.

To apply, please [email](mailto:meyer@ospreywilds.org) your cover letter, resume, three references to:

Nadine Meyer, Education Director, Osprey Wilds Environmental Learning Center
meyer@ospreywilds.org | (320) 245-2648 | www.ospreywilds.org