



Job title: Education Director

Reports to: Executive Director

Department: Educational Program

Job location: Sandstone, Minnesota

Job Type: Full-time/regular, salaried

Education Director Job Description

Osprey Wilds Environmental Learning Center is a public, 501(c)(3) non-profit residential learning center near Sandstone, MN that provides outdoor educational opportunities to diverse audiences in an intimate setting. The Education Director provides 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.

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, Promotion and Partnerships (25%)

- 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

Teaching (15%)

- Teach post-secondary courses (Hamline University and others)
- Periodically teach Osprey Wilds K-12 classes
- Maintain working knowledge of all Osprey Wilds programs & classes

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

Risk Management (5%)

- Ensure Osprey Wilds meets all local, state, and federal regulations for safety in the programs
- 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

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

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

BENEFITS:

- Starting Annual Salary of \$46,000
- Private Housing at Osprey Wilds' Blacklock campus near Moose Lake, MN
- Eligible Benefits include Health, Dental, Vision, Life Insurance, and Simple IRA, Additional insurance options for adding voluntary life, critical illness, accident, hospital indemnity
- 11 Annual Floating Holidays, 120 Hours PTO Annually beginning rate, and Earned Safe and Sick Time
- Employee Assistance Program
- Professional Development & Training Opportunities

This position will remain open until filled.

To apply, please email your cover letter, resume, three references to:

Bryan Wood, Executive Director, Osprey Wilds Environmental Learning Center

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