



Osprey Wilds

Environmental Learning Center

Program Director | Job Description

Osprey Wilds Environmental Learning Center is a 501(c)(3) non-profit environmental learning center near Sandstone, MN that provides outdoor educational opportunities to diverse audiences year-round. The Program Director provides leadership, management and execution of the highest quality environmental education programming for a wide variety of audiences. Programs include overnight, day-use and offsite K-12, virtual, college, youth, family, adult, community and senior programs 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.

Reports to: Executive Director

Department: Education

Job location: Sandstone, Minnesota

Job Type: Full-time/regular, exempt

PRINCIPLE ACTIVITIES/DUTIES:

Program Management and Administration (30%)

- Direct all aspects of Osprey Wilds K-12, Outreach, Youth Camp, Family Camp, Community, Wildlife & Road Scholar® programs, maintaining responsibility for appropriate, safe, and effective operations
- Maintain oversight of programs including scheduling, staffing, learning spaces, equipment, etc.
- Work collaboratively with Operations Director to ensure positive customer experiences while also enabling productive staff functioning across 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
- Administer program grants, including status updates and necessary reporting requirements

Program Development, Promotion and Partnerships (20%)

- 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 organization's executive, operations, and development functions
- Assist with funding opportunities for programs, including grants and donations
- Work with Marketing & Communications Specialist for the effective execution of Osprey Wilds marketing strategies and activities
- Assist in strategic 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 financial assistance requests for programs
- 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

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54165 Audubon Drive, PO Box 530 | Sandstone, Minnesota 55072



Teaching (15%)

- Teach post-secondary courses (Hamline University, J-Term and others)
- Teach Road Scholar® programs as needed
- Periodically teach Osprey Wilds K-12 classes
- Maintain working knowledge of all Osprey Wilds programs & classes

Adventure Program (10%)

- Coordinate annual ropes courses and climbing wall third party inspections
- Follow up on necessary actions based from report - including course modifications/equipment retirement/equipment ordering
- Maintain ropes logs for high ropes course and climbing wall
- Oversee archery program, maintaining equipment in working order, servicing and ordering equipment as needed
- Oversee paddling program - ensuring canoes are current with registration, canoe, paddles and life vests are in working order and replacing as needed

Educational Vision and Leadership (5%)

- 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 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
- 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 education 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 Cognia® reaccreditation process and evaluate and improve program based on accreditation process.
- 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
- Preferred: Adventure programming experience
- Preferred: Experience with educational animals
- Preferred: Nonprofit experience
- Demonstrated excellent written and verbal communications skills
- Experienced leader, supervisor and manager of teams in a professional setting
- Proficiency with Google Suite, Zoom and Microsoft Office
- Human resource management skills and experience, including commitment to Justice, Equity, Diversity, and Inclusion (JEDI)
- Ability to manage budgets and read financial statements
- Experience with risk management and emergency procedures
- Willingness to obtain First Aid and CPR; additional certifications preferred
- Ability to work weekends and have a flexible schedule
- Driver's license and ability to drive vehicles, including 15 passenger vans with trailers

COMPENSATION:

- 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
- \$60,000 Salary
- Health (65% premium coverage for employee, 35% for family members), Vision, and Dental Plan options (50% premium coverage for employee and family members)
- Life insurance, short-term and long-term disability insurance
- Simple IRA plan with 3% match
- HSA with employer contribution
- Access to Employee Assistance Program
- Access to Safe and Sick Leave
- Access to Paid Medical Leave
- \$300/year for professional development activities
- 15 Days PTO annually
- 11 Floating Holidays