

Job Description: Community Programs Director

This permanent full-time position is responsible for the oversight of all GRNSS Community Programs and assisting with interpretive planning projects at the Science School. The Community Programs Director reports to the Executive Director.



Responsibilities:

Program Development

- Work with GRNSS staff and board to develop a vision and prioritized plan for the Community Programs
- Link GRNSS Community Programming with community needs and opportunities
- Design educationally relevant and mission driven programs for a wide variety of community audiences

Program Coordination and Administration

- Work as a team member with program operations leadership team
- Oversee annual Community Programs calendar including partner agreements (USFS, VRD, VR and CO State Parks)
- Schedule summer, winter and special request programs
- Manage Community Programs annual financial budget
- Work with Youth Programs Coordinator to manage USFS special use permits
- Compile visitor and program statistics (including program participation, monitoring trends, tracking donations, etc.)
- Coordinate research opportunities with US Forest Service and Colorado Division of Wildlife

Instruction and Professional Development

- Work with Youth Programs Coordinator and Director of Graduate Studies to plan and implement professional development for Naturalists
- Plan, prepare and teach Community Programs as needed
- Coordinate and conduct educational aspects of staff retreats and other program related trainings
- Attend conferences, workshops and trainings relevant to Community Programs

Personnel Management

- Recruit, train, supervise and evaluate seasonal Naturalists and Instructors (including program observations and end of season evaluations)
- Develop and lead Naturalist trainings and provide on-going opportunities for interaction with GRNSS staff
- Train and maintain relationships with Community Programs volunteers

Operations, Facilities and Risk Management

- Assist with design and development of interpretive exhibits and trail systems for the School's new environmental learning campus.
- Oversee operations at Nature Discovery Center including maintenance and development of new interpretive displays
- Oversee program resources including safety equipment, teaching supplies, specimens, and library books
- Work with Executive Director to evaluate, update and train staff on risk management policies and procedures

Communication/ Marketing

- Work with Director of Marketing and Communications to develop and implement annual marketing plan for Community Programs
- Provide program descriptions and information for GRNSS publications and website
- Represent GRNSS at professional conferences and community programs and events

Qualifications

- Master's degree and Bachelor's degree in Natural Resources Interpretation or environmental education, or the equivalent experience preferred
- Strong background and experience in the field of interpretation
- Certification in Interpretive Training and/or Planning from the National Association for Interpretation
- Strong organizational and communication skills
- Knowledge of the Rocky Mountain ecology and geography and proven outdoor leadership skills
- Current driver's license and safe driving record for the past 5 years
- Wilderness First Responder and CPR

Salary & Benefits based on experience (starting range \$38,000 to 42,000)

To Apply Send cover letter, resume and three references to Ann Colbert, Community Programs Director, GRNSS, P.O. Box 9469 Avon, CO 81620, email anns@gorerange.org, or fax 970-827-9730. Closing date is March 29, 2010.