



1600 Spring Valley Rd
Ossining, NY 10562

P (914) 762-2912
F (914) 762-2890

teatown.org
info@teatown.org

Teatown Lake Reservation Position Description: Director of Education

Title: Director of Education

Supervisor: Executive Director

Summary of Position: The Director of Education is a senior level manager responsible for the development, implementation, marketing, and measurement of all education programs, ensuring the creativity and sustainability of education programs. The Director of Education provides the vision and leadership to integrate informal and formal education components to impart the Preserve's mission and serve its diverse audiences. Under the direct supervision of the Executive Director, the Director of Education shall be responsible for the strategic and operational planning, managing, and implementing of the overall education program, including creative concept development for new and existing program offerings. The Director will seek and pursue development and funding opportunities as they arise and will participate in inter-departmental initiatives.

As the leader of Teatown's Education Team, The Director ensures the delivery of engaging, meaningful, content-rich educational programming to schools, members, and the general public. The Director administers education department personnel, including animal care staff, summer camp directors, volunteer coordinator, and all education department programs, systems, facilities, and budgets. The Director facilitates the collaboration of the education program with all other departments, programs, and initiatives of Teatown.

Principle Duties and Responsibilities:

1. Create, develop, and oversee education programs and strategies supporting the mission and strategic plan, and which reflect innovation based on leading edge, national trends, concepts, and standards, as well as local community service.
2. Actively lead and collaborate in management team approach with other department Directors to develop and implement annual and long-term strategic plan goals, budgets, and revenue goals.
3. Provide leadership to ensure an effective Education Committee advising the department and the Board of Directors.

Teatown's mission is to inspire our community to lifelong environmental stewardship

4. Provide overall leadership, supervision, hiring, and training and evaluation of education staff, both regular and seasonal.
5. Secure program funding through grants and other opportunities, including re-applications; researching new ideas; support of donor cultivation and appeals, and consultation with the Grants Manager
6. Working with Marketing and Communications Team, market education programs to schools, other groups and organizations, families, and the general public.
7. Develop strong professional relationships and assess/position the Preserve's programs relative to others through peer research and benchmarking, participation in workshops and presentation of environmental education ideas at other conferences and workshops.
8. Develop, implement, and coordinate evaluation and assessment metrics as needed to measure performance and audience receptivity to new and emerging education programs, both formal and informal.
9. Handle administrative particulars of the department including annual education statistics for Annual Report; Education Department budget; supervision and development of education staff; annual work plans, personnel review; Board and Education Committee meetings; Education Department meetings, and collection and tracking of statistical information necessary to monitor performance of departmental programs.
10. Serve on Teatown's Diversity, Equity, and Inclusion Committee
11. Cultivate and maintain a high level of leadership, representation of the Preserve and its Educational Program to the community, school district administrations, and other organizations, ensuring positive relations and partnerships.
12. Lead school or public programs as needed and donor cultivation programs on a limited basis.
13. Create, write, and coordinate curriculum as needed to serve the needs of a broad selection of schools and networks, and maintain correlation to current applicable State and Federal learning standards.
14. Develop effective interpretive services for Teatown's target audiences (first-time visitors, schools, hikers, birdwatchers, families, teens. etc.)
15. Take leadership responsibility for ensuring effective exhibits and manage exhibit concept development and implementation teams in conjunction with overall interpretive strategies.

Position Requirements/Qualifications:

1. Master's degree in relevant discipline
2. 5+ years successful experience in leadership of environmental education programming for diverse formal and informal audiences and proven management skills.
3. Knowledge of leading trends in environmental education and national and state education standards.
4. Demonstrated ability to organize, support, mobilize, and motivate staff and volunteers.

5. Supervisory experience and ability to set and implement priorities, manage multiple projects, and evaluate performance.
6. Supervise managers of animal care, summer camp, and volunteer programs.
7. Basic knowledge of animal care and raptor handling.
8. Demonstrated success in designing and delivering school curriculum-based programs.
9. Excellent written and verbal communication skills.
10. Positive, solution-oriented approach and ability to work well with people.

Benefits: Teatown provides health and dental insurance, generous holiday and PTO allotments, and a 403(b) plan with employer contribution.

Salary range: \$70,000-\$80,000, commensurate with experience.

Teatown is a 1,000-acre nature preserve and environmental education center located in Ossining, New York. With 15 miles of hiking trails, it is the largest independent, community-supported nature preserve in Westchester County. Teatown welcomes nearly 28,000 visitors yearly for hiking, outdoor education events, virtual environmental education programs, and summer and school-vacation science day camps for children. Our mission is to inspire our community to lifelong environmental stewardship.

To apply: send a résumé and cover letter by **November 1, 2021**, to: Kevin Carter, Executive Director: kcarter@teatown.org. No calls, please.