



## POSITION DESCRIPTION

<b>TITLE:</b>	Preschool Director
<b>REPORTS TO:</b>	Education Programs Director
<b>STATUS:</b>	Full Time (3/4 <sup>th</sup> Time Possible at Request of Chosen Candidate)
<b>SALARY:</b>	\$41,000 (Pro-rated for Part Time)
<b>BENEFITS:</b>	Health and Dental, 403B with 3% Match, Disability and Life Paid Time Off (Vacation, Sick Leave, and Holidays) Generous annual bonus
<b>START DATE:</b>	Flexible- Preferred: June 2019

### **Thorne Mission and History:**

Thorne Nature Experience is a non-profit organization that is committed to building Earth stewardship by connecting kids to nature through joyful, hands-on, place-based environmental education experiences. Thorne believes in discovery, exploration, and a connection to the natural world. Founded in 1954, Thorne has a rich history and has reached more than 300,000 children and adults through its three current programs: In-School (including After School), Summer Camp, and the Field Trip Program.

### **Thorne Nature Preschool Mission:**

To support the holistic development of young children and their relationship to the natural world, through joyful, hands-on, place-based, developmentally appropriate experiences that nurture the whole child and foster an emotional connection to nature.

### **Expectation for All Employees:**

Support the Thorne mission and exhibit a commitment to:

- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities,
- Embracing personal responsibility and accountability for your job.

### **Job Purpose:**

The Preschool Director manages all of the daily operations of the Preschool, supervises Preschool staff, facilitates family events, and acts as a teacher for the program.

### **Position Overview:**

Thorne Nature Experience is seeking a Preschool Director who will help develop and oversee the Thorne Nature Preschool, a partial day, nature-based program launching in the fall of 2019 that aims to both support early childhood development and foster deep nature connection. Our ideal candidate has a genuine love for young children, has a deep personal connection to nature, and has a commitment to high quality care and learning. Thorne is looking for a Director who is visionary, experienced, detail oriented, highly relational, and is someone who would enjoy taking a lead role in building this program from the ground up. They can balance the ability to effectively run the daily operations of the preschool and be a creative and inspirational mentor to children. Thorne Nature Preschool Staff must be willing to spend time outdoors, in all weather, with their students.

**This job is for you if you:**

- Are inspired by our mission
- Love young children and supporting their development
- Love nature and can be outdoors in all seasons
- Thrive in leadership roles
- Delight in all aspects of program design and development
- Are a highly relational and effective communicator
- Are able to multi-task and manage a variety of program details
- Have a positive attitude and are able to roll with a dynamic and creative organization
- Care about equity and diversity
- Enjoy working in a progressive, relational, collaborative, nature loving team of dedicated and talented individuals

**Principal Responsibilities:**

- Assist Thorne's Program Director in developing and maintaining a successful, thriving nature-based preschool that meets the goals of the program
- Manage daily operations of the Preschool
- Manage Preschool staff, interns, and volunteers
- Create and maintain a healthy, safe, and positive environment for children utilizing nature as the organizing principal for all learning
- Communicate with parents about their child's development and daily experiences; including conducting parent/teacher conferences at least twice per school year
- Develop and facilitate family events and parent education programs
- Collaborate with parents, children and Thorne staff to foster a sense of community and belonging
- Develop and implement daily practices and routines, as well as seasonal, place-based, emergent curriculum that promotes early childhood development and deep nature connection
- Observe and document children's progress in the areas of their social, emotional, physical, creative, and cognitive skills and communicate with parents about their child's abilities and goals
- Ensure the indoor and outdoor learning environments are in good condition to support safe, engaging, rich in experience, and positive child development
- Up to 60% of position will be teaching Thorne Nature Preschool, including being the Lead Teacher for a group of children
- Serve as the Preschool teacher for Summer Camp starting in 2020 (optional for applicants seeking 3/4<sup>th</sup> time employment)

**Desired Outcomes:**

- Exceptional management of preschool operations
- Exceptional management and high level of engagement of preschool staff and volunteers
- Exceptional teaching of Nature Preschool Program
- Exceptional communication with parents, staff, and children
- High level of engagement from preschool families in community events
- Successful enrollment and growth in the number of students reached each year
- Achieve 90% or better positive rating of Preschool's ability to reach learning objectives
- High level of engagement as a member of the Thorne Nature Experience team

**Desired Skills and Abilities:**

- Experienced Manager/Director and teacher in a preschool setting
- Strong communication skills with parents, staff, and children
- Good knowledge and desire to learn about nature, science, and Colorado ecology
- Strong decision making skills to respond to risk management, emergencies, or difficult situations
- Ability and desire to create excellent place-based, child-centered, emergent curriculum

- Good organizational skills and ability to handle multiple tasks and roles, patiently and professionally
- Proficient with MS Office suite (Word, Excel, and Outlook)

**Desired Behavioral Traits and Attitudes:**

Leader, team player, fun, outgoing, passionate, organized, creative, resourceful, critical thinker, results-oriented, and self motivated. Passionate about Thorne's mission and environmentally concerned and aware.

**Education/Experience:**

- Experience managing staff
- Experience working with young children and families in a preschool setting
- Minimum of Level III Preschool Director qualified through Colorado Dept. of Early Childhood, Childcare Licensing
- CPR, First Aid, Standard Precautions, and Medication Administration certified or be willing to obtain

**Job Interrelationships:**

- Thorne Staff and Preschool Staff
- Parents and Families
- Students
- Volunteers and Interns
- Community Partners and Land Managers
- General Public

**Physical Demands:**

This position requires the ability to work outside in various weather conditions. The employee is frequently required to walk, stand, and sit for extended periods of time. This employee will occasionally climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds.

**Special Requirements:**

Must be willing to drive preschoolers in a Thorne Approved vehicle to field trips  
Additional time may be required as necessary, including occasional weekend and evening work for family events

**Inclusiveness Statement:**

Thorne believes that, to remain relevant as an organization and ensure access to joyful, hands-on, place-based Environmental Education experiences for all youth, its programs, leadership, and participants must reflect the range of diversity, culture, and unique differences in our community.

**Anti-Discrimination Statement:**

Thorne Nature Experience is an equal opportunity organization. Thorne Nature Experience does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), physical or mental disability, marital status, sexual orientation, gender variance or expression, or military status, in any of its activities or operations. This Anti-Discrimination Policy applies to, but is not limited to, hiring and firing of staff, selection of volunteers, selection of Board Members, selection of vendors, and provision of services.

**How to apply:**

Position open until filled, initial review of applicants on January 4, 2019, early application appreciated. Send resume and cover letter to Erin Saunders, Education Program Director [erin@thornenature.org](mailto:erin@thornenature.org). Please, no phone inquiries. Questions can be directed to Erin Saunders by e-mail and will be responded to within three business days.