



**Job Title:** School Programs Manager  
**Employer:** Thorne Nature Experience (Thorne); Boulder, CO  
**Job Status:** Full time Employee  
**Reports to:** Education Programs Director  
**Salary:** \$40,000  
**Benefits:** Health, Dental, 3% Retirement Plan Match  
Paid Time Off (Vacation, Sick Leave, and Holidays)  
**Application deadline:** June 22, 2018. Targeted start date is August 6, 2018  
**Application Process:** Email a cover letter and resume to Erin Saunders,  
Education Programs Director [erin@thornenature.org](mailto:erin@thornenature.org)

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#### **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 250,000 children and adults through its three programs: In-School (including After School), Summer Camp, and the Field Trip Program.

#### **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 School Programs Manager supervises Thorne educators and manages partnerships with schools, including the coordination of Thorne's In-School, After-School Programs, and the summer camp school scholarship program (for 9 partnering Nature Immersion Program schools). The School Programs Manager will also act as an Instructor for Thorne's programs: In-School, Afterschool, Field Trip, and Summer Camp.

#### **Principal Responsibilities:**

- Up to 50% of position will be teaching Thorne's programs: In-School, After-School, Field Trip, Summer Camp, and Special Programs
- Manage School programs and school partnerships including planning the annual program calendar, application processing, scheduling programs, running meetings and managing communication with school staff and Thorne educators, and other program logistics
- Manage educators on the Education Team, manage schedules, run bi-weekly

- meetings and provide support as needed
- Support Curriculum and Inclusiveness Manager and Education staff in curriculum improvement projects, priorities, and timelines
- Participate in Thorne Nature Experience assemblies, special events, and outreach activities as needed or schedule permits
- Serve as an Instructor for up to ten weeks of Thorne Summer Camp

**Desired Outcomes:**

- Exceptional supervision of educators on the Education Team
- Exceptional teaching of In-School, After School, Field Trip, and Summer Camp
- Exceptional
- Exceptional coordination and efficient delivery of In-School, After School, and Nature Immersion Program Summer Camp programs
- Growth in the number of students reached through Thorne's programs
- Continue achieving 90% or better positive rating of In-School programs ability to teach to school district standards and prepare students for state testing
- High level engagement of volunteers and interns that support programs you teach
- High level of engagement as a member of the Thorne Nature Experience team

**Job Interrelationships:**

- Thorne Staff and Instructors
- School Staff (teachers, principals, and resource room facilitators)
- Students
- Volunteers and Interns
- Community Partners
- General Public

**Desired Skills and Abilities:**

- Experienced Program Manager/Coordinator
- Experienced Instructor, especially in an informal setting
- Strong communication skills with adults and children
- Good knowledge of Colorado ecology and natural science
- Ability and desire to create excellent curriculum
- Good organizational skills and ability to handle multiple tasks and roles, patiently and professionally
- Proficient with MS Office suite (Word, Excel, and Outlook)
- Conversational/Proficient in Spanish preferred
- Understanding of Colorado Science Academic Standards preferred

**Desired Behavioral Traits and Attitudes:**

- 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.

**Minimum Qualifications:**

- Bachelor's degree in Environmental Education, Environmental Studies, Biology, Geology, Education, or related field
- A minimum of 480 hours of environmental education experience with elementary-aged children

**Special Requirements:**

- Must have a personal car and be willing to drive to In-school programs at various locations
- Must have a flexible schedule to permit for driving time and varied teaching calendar
- Preference for taking a minimum of two weeks of vacation during the weeks of Thanksgiving, Boulder Valley School District (BVSD) Spring Break, or the week when neither BVSD nor Summer Camp are in session
- Additional time may be required as necessary, including occasional weekend and evening work and long hours.