



POSITION DESCRIPTION

TITLE:	Education Programs Director
REPORTS TO:	Executive Director
STATUS:	Full Time, Exempt
SALARY:	Base Salary of \$75,000; Additional Latino/a/x Bicultural Competence Pay (up to 10% of Base); Seniority Pay (up to 5% of Base); Performance Bonus (up to 10% of Base).
BENEFITS:	100% Employer Paid Health Insurance (w/ Plan Choice); HSA Contribution w/ Selection of Qualified High Deductible Health Plan; 100% Employer Paid Dental Insurance; 403B (3-6% employer match based on tenure); Short and Long-term Disability Insurance; Life and AD&D Insurance; Generous Paid Vacation (18-20 days based on tenure), Sick Leave (6 days) and Holidays (11 days) with option to take additional Unpaid Leave with advance notice (up to 20 days); Training and Development Budget; Flexible Work Schedule and Remote Work Options; Dependent Care Assistance Plan; Generous Discounts and Credits on Thorne Programs for Dependents; Outdoor Industry Pro-Deal.
START DATE:	January 31, 2023 - Earlier Preferred
APPLICATION DEADLINE:	November 30, 2022 - Early Application Preferred
APPLICATION PROCESS:	Please no phone inquiries. Additional information available at www.thornenature.org . Questions about the position can be directed to keith@thornenature.org and will be responded to within 3 business days. To apply, please submit a cover letter and resume to sandra@thornenature.org

Thorne Mission and History:

Thorne Nature Experience is a non-profit organization whose mission is to build Earth stewardship by providing all youth with joyful, hands-on, place-based environmental education experiences that foster an emotional connection to nature. Founded in 1954, Thorne has a rich history and has reached more than 350,000 children through its Summer Camp, School Year (Pre-K and Elementary), and Nature for All Programs.

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 community.
- Embracing personal responsibility and accountability for your job.

Job Purpose:

The Education Programs Director directs all aspects of Thorne programming (In-School, Afterschool, Field Trip, ECE/Preschool and Summer Camp) and is responsible for managing all Education Team Managers with support from Thorne's Deputy Director.

Principal Responsibilities:

- Direct Thorne's In-School, Afterschool, Field Trip, ECE/Preschool and Summer Camp programs
- Research and understand the community's environmental education needs. Lead development and implementation of programming to meet those needs and Thorne's mission utilizing industry best practices
- Hire, train, supervise, review, and support Education Team Managers
- Work with Board and Executive Director to set and achieve organizational strategic goals
- Work with Education Team Managers to set and achieve annual programmatic goals
- Participate on Senior Leadership Team which works to assess organizational health and improvement opportunities across all of the organization's core functions
- Work collaboratively with Thorne's Community Impact team to ensure an equity centered approach to programming that meets the diverse needs of community members
- Create a culture for open dialogue around inclusiveness related topics within and amongst the education team
- Design and ensure implementation of organization wide trainings, team building opportunities, and a management and reporting structure that contributes towards a cohesive and high functioning staff capable of achieving Thorne's strategic and programmatic goals
- Oversee program output, outcome, evaluation, and reporting to Staff, Board and funders
- Oversee annual program budget development and ensure that program operations are fiscally responsible and sustainable
- Develop and maintain relationships with key stakeholders in the community, including schools, school districts, and environmental education providers

Special Requirements:

- Must have a personal car and be willing to drive to and from meetings and programs
- Must have a flexible schedule to accommodate a varied program calendar
- Additional time may be required as necessary, including occasional weekend and evening work and long hours

Desired Skills and Abilities:

- Passion for nature and the outdoors
- Extensive knowledge of environmental education and nature play
- Excellent leadership and management skills
- Proven ability to hire, train, and support staff
- Proven ability to create program budgets and manage program financials
- Proven ability to communicate effectively with multiple audiences ranging from Staff and Board to community partners and school administration and parents and children
- Effective at working with people of diverse backgrounds and levels of experience
- Culturally competent preferred with strong understanding of the needs and desires of the diverse Latino/a/x youth and families
- Experience with program evaluation and reporting
- Experienced instructor, especially in an informal setting
- Excellent organizational skills and ability to handle multiple tasks and roles, patiently and professionally
- Proficient with MS Office suite (Word, Excel, and Outlook)
- Proficient in writing and conversational skills in English and Spanish preferred

Desired Outcomes:

- Education Staff are highly engaged, growth-minded, supported, and are effective in their roles
- Efficient and effective delivery of Thorne's education programs

- Continued improvement and expansion of Thorne's education programs
- Positive ratings from program participants and evaluative outcomes of programs
- Program participants and families experience equitable access to programs and inclusive programming
- High level of engagement as a member of the Thorne team

Minimum Qualifications:

- Bachelor's degree in relevant field of study, Master's Degree preferred
- A minimum of 2,500 hours of environmental education experience with elementary-aged children

Desired Behavioral Traits and Attitudes: Leader, team player, empathetic, fun, outgoing, passionate, organized, creative, resourceful, critical thinker, results-oriented, and self-motivated. Passionate about Thorne mission and environmentally concerned and aware.

Working Conditions: This role requires a physical ability to perform tasks in an outdoor environment in all weather conditions including lifting, standing for long periods, walking on rough terrain, and kneeling. Work takes place in both an office setting and field setting with continuous interruptions and background noises.

Accommodations: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

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.

Equitable Recruiting Policy Statement: Thorne's goal is to increase diversity amongst its staff. To do so we follow our Equitable Recruitment Procedures which guide efforts to reach and support a diverse pool of applicants throughout hiring processes.