



## **Application Instructions**

### **Outdoor and Environmental Education Program Manager at Montshire Museum of Science**

We welcome your application for the position of **Outdoor and Environmental Education Program Manager** at the Montshire Museum of Science.

Please review the attached position description and include the following four items with your application:

- 1-page cover letter
- Resume
- 1-2 page bullet-list summary that explains how your previous experience supports each of the duties and responsibilities listed in the position description
- List of 3–4 references; please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references  
*(Do not send letters of reference. We will contact references directly.)*

**Please email your application as a Word or PDF file to [jobs@montshire.org](mailto:jobs@montshire.org) by Friday, April 29, 2022**

- Please do not send your application embedded in the text of an email message.
- All applications received will be reviewed starting Monday, May 2, 2022. After you submit your application, we will confirm by email that your materials have been received and that your application is complete.
- We anticipate a target starting date of June 15, 2022.

Thank you for your interest in the Montshire Museum of Science. We look forward to reviewing your application!



## Job Description

### Outdoor and Environmental Education Program Manager

**DEPARTMENT:** Science Education

**SUPERVISOR:** Director of Education

The **Outdoor and Environmental Education Program Manager** is a new position that is a member of the Montshire's Science Education team. It serves as the programmatic lead for the development, delivery, evaluation, and administrative coordination of new outdoor and environmental education programs at the Montshire, while also working as part of the larger Science Education team to ensure engaging, enriching, and memorable experiences in science for the Montshire's broader audiences on and off-site.

#### RESPONSIBILITIES

##### Outdoor and Environmental Education (80%)

New Program Development. Conceptualize and develop new outdoor and environment education curriculum and programs for child and adult audiences that utilize and integrate the resources of both the Montshire's 110-acre campus and its main museum facility.

Program Delivery. Lead outdoor programs that explore ecology, climate, physical and natural sciences, local history, land use through an innovative mix of hands-on classroom instruction, intensive field investigations, guided tours, and other programming methodologies. Support the larger Education team by serving as a rotating floor explainer and by assisting with programming for special events. Lead group tours through Montshire property in all seasons. Offer guided instruction on select seasonal outdoor skills.

Summer Camp. Co-coordinate (with Director of Education) summer camp planning, including camp curriculum, staff recruitment, training, and evaluation. Develop camp curriculum for Montshire nature camps.

Program Evaluation. Work collaboratively with Education team to regularly evaluate new and existing programs. Participates in data collection, documentation and reporting.

##### Outreach (10%)

Provide staffing support for outreach programs for select elementary schools, community organizations, and non-Montshire community events.

## **Other / General Museum (10%)**

General Program Coordination. Tracks and confirms registration, participation, expenses, and revenue associate with programs under management.

Cross-department Collaboration. Works collaboratively with Montshire staff on museum-wide initiatives such as strategic/grant planning, volunteer training, and marketing. Participate in conceptualization and execution of grant-funded projects. Collaborate with Exhibits team on development of outdoor spaces.

Special Events. Attends and provides staffing support to special events (may involve occasional evenings and weekends).

## **SUPERVISION OF OTHERS**

While this position does not have primary supervisory responsibility for other staff members, she/he may help coordinate efforts of camp staff and/or select volunteers.

## **KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS**

- Four-year college degree with strong interest and academic background in ecology or environmental science and required; graduate degree in education or STEM-related field preferred
- Experience in teaching and/or guided facilitation, preferably in information educational settings with children and families
- Experience in outdoor education as either a naturalist, wilderness guide, or outdoor technical instructor required
- Familiarity with local Vermont/New Hampshire flora and fauna, geology, and climate strongly preferred
- Demonstrated understanding of informal learning and inquiry-based approaches to learning with the ability to communicate scientific content and concepts effectively to diverse audiences
- Interest and enthusiasm for working with visitors of all ages, backgrounds, and abilities and commitment to creating a welcoming and inclusive learning environment
- Growth mindset with desire to expand abilities, conceptual understanding, and knowledge
- Bilingual (English-Spanish) or fluency in Spanish, desirable
- Clean driving record and first aid required. Wilderness first aid experience preferred.

## **WORKING CONDITIONS**

- Congenial and fast-paced non-profit museum environment
- Work includes teaching outside, including in inclement weather
- Must work well in both an individual and team setting
- May be asked to drive Museum vehicles, including minivans, small trucks, or cars with trailers
- Flexible thinking and ability to adjust expectations as needed
- Able to lift and carry 50 pounds; able to climb stairs and ladders, and to navigate outdoor landscape and hiking trails
- All Montshire employees are subject to a criminal background check

- Montshire Museum of Science requires that all employees and volunteers be fully vaccinated against COVID-19

#### **TIME COMMITMENT**

- Full-time hourly position (37.5 hours/week) with weekend work required (either a set Tuesday through Saturday or Sunday through Thursday schedule -OR- Monday through Thursday with alternating weekends)
- Occasional early mornings and evenings

#### **SALARY AND BENEFITS**

Salary: \$44,000–46,000 depending on education, skills experience. Full Montshire benefits, including health insurance, 403(b) retirement savings, paid sick leave, paid vacation and personal time, life insurance, and short- and long-term disability insurance.

**The Montshire Museum of Science is an Equal Opportunity Employer with a passionate commitment to diversity, equity, and inclusion.**