



Connecting Children to the Colorado Mountains since 1982

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School Program Director Job Description (Full Time) Jamestown, Colorado

About Cal-Wood Education Center: Cal-Wood Education Center is a non-profit organization located 15 miles northwest of Boulder, Colorado in the beautiful foothills of the Colorado Rockies. Our private 1,200 acre classroom has provided schools with award-winning residential/science-based education programs for the past 36 years. Students along Colorado's Front Range, and beyond, spend 3-days / 2-nights at Cal-Wood studying local plants, animals, weather patterns, forestry, pioneer life, geology, pond ecology, and more. Instruction is tailored to each school's academic needs. Our professional instructors make a point of introducing students to the possibility of pursuing careers in science and natural resources management. In addition, Cal-Wood is a pioneer in customizing environmental education programs for linguistically diverse students. We are looking to hire a School Program Director to help us continue to grow, serve more schools, and connect more children to the outdoors.

Description of Position: • Develops, coordinates, implements and evaluates all aspects of Cal-Wood's science based school programs. Including a development plan to increase school programs • Provides training, supervision, and leadership to our 8 field instructors, Program Coordinator, Curriculum Manager, & Teen Adventure Program Coordinator • Meets with classroom teachers to develop customized programs to meet the schools' academic needs and is responsible for all aspects of our environmental education curriculum • Is responsible for all school program scheduling and logistics • Develops and implements marketing strategies for our EE school programs • Provides professional communication with the rest of Cal-Wood managers and the executive director.

Qualifications: • Bachelor's degree in Environmental Education, Natural Resources, Natural Sciences, Education, or a related field • At least 5 years experience teaching environmental and conservation education and curriculum development • At least 4 years experience managing residential EE programs with supervisory responsibilities • Strong organization and time management skills. • People skills, team player, outgoing, creative, resourceful, critical thinker, results-oriented, and self motivated • Strong communication skills with adults and children • Ability to handle multiple tasks and roles, patiently and professionally • Experience in working with diverse audiences. Bilingual in spanish is a plus • Experience marketing environmental education programs • Strong written and oral skills • Experience in budget management. • Proficient with Google Drive

Salary: Very competitive. Benefits: ½ of health insurance paid, dental discount program, vacation, paid holiday, sick leave, and some meals on site.

Starting Date: ASAP or November 2018. Applications accepted until the position is filled

Application Process: To apply please fill out the application: [School Program Director Application](#). Any questions concerning the position may be e-mailed to employment@calwood.org. Please check our website for more information about Cal-Wood: www.calwood.org