



John Bunker Sands Wetland Center

655 Martin Lane – Combine, TX 75159

972-474-9100 - www.wetlandcenter.com

Title: Education Manager, John Bunker Sands Wetland Center

Reports to: John Bunker Sands Wetland Center Director

Organization Overview

The John Bunker Sands Wetland Center is an award-winning nature center in Combine, Texas. Our primary mission is educating the public about water, wetlands, and wildlife and the need to conserve these essential resources. Our environmental education programs use the East Fork Water Reuse Project, a 2,000-acre wetland that supplies drinking water to Dallas residents. We offer educational classes for k-12 students, research internships, nature seminars, bird walks, boardwalk tours, Scouting programs, and special events. The Center's miles of trails allow visitors and members of all ages to immerse themselves in a biologically diverse habitat hosting 300 species of birds, including bald eagles and scores of native mammals, insects, amphibians, and reptiles.

Job Overview

The Education Manager reports to the Executive Director to provide high-quality education programs, classes, curriculum, and lesson plans for youth in grades 4th through high school, primarily in science, wetland ecosystems, flora and fauna, and the water conservation and filtration capacity of wetlands and plants. The education manager aligns our offerings with the TEKS and facilitates an Educator Advisory Board of teachers that provides advice and guidance to ensure our programs are relevant to the k-12 community. The Education Manager oversees and supervises two Education Coordinator staff positions, education volunteers, and interns. The education manager works with the entire center team to plan and run events, ensure visitors are welcomed, and provide information and assistance.

Specific Duties:

Develop Curriculum & Lesson Plans & Teach

Establish, with the Director, the core curriculum to be offered at the Center for different grade levels & develop Curriculum and lesson plans for the Center in the Center-approved format.

Facilitate Educator Advisory Board meetings.

Teach various classes, lessons, and programs at the Center that exemplify the Center's core curriculum, wetlands ecosystem, flora and fauna, and water conservation goals.

Produce handouts, tests, and graphs to accompany specific curriculum and lesson plans in hard copy, filed by subject matter and grade on a computer and online.

Stay abreast of innovation in teaching modalities, apply “best practices” to encourage youth interest and learning & meet teacher/home school parent educational goals.

Work with the Operations Manager and Director to ensure that the educational program needs are met and that appropriate Center visitor staffing is provided.

Staff Management

Oversee, manage, and train Education Coordinators, part-time educators, interns, and volunteers who either run education programs and lessons or assist.

Volunteer Management

Management of Center volunteers assisting with the educational program. Work with the Operations Manager to ensure they have the necessary information and support to be integral to educational goals.

Communications & Public Outreach & Education

Write a monthly BLOG for the website highlighting educational happenings at the Center and providing educational and scientific insights and tips for teachers and parents. Use BLOG excerpts from Facebook and other social media-ready pieces to highlight the center's science and educational offerings.

Assist the Director in offering – Educational Webinars for the public on science, ecology, water conservation, innovations, and education needs.

Work with the Director and Operations Manager to assess and possibly develop “visitor experiences”, and educational materials (possibly audio/visual).

Organize, maintain, and collaborate with the Director to schedule and register education groups and events.

Volunteer Coordinating - assist in interviews, scheduling and training volunteers, tracking hours and job descriptions, and creating a volunteer policy manual.

Serve as a public relations contact and advocate on behalf of the Wetland Center.

Attend environmental education training, workshops, and seminars.

Oversee the reception desk including visitor services, cash box, and goods and services.

Research

The Center will be carrying out research projects and programs that will benefit from staff and volunteer support, data collection, and observation. The Education Manager will work closely with the Executive Director and research team to develop plans to involve staff, interns, and volunteers in meaningful research.

Events:

- Plan and host events for youth and adults at the Center to learn about nature and understand the underlying science and benefits of the wetlands and the flora and fauna.

- Play a significant role in assisting the Executive Director & Operations Manager in planning and setting up the annual fundraiser WOW and assigning volunteers to assist.
- Assist with other cultural, artistic, and natural events that may be held at the Center during the day or evening hours.

In addition, attend to other Center needs as they arise, including additional needs as assigned by the Executive Director.

Essential Qualifications

- Minimum of 7 years of teaching experience (k-12), preferably in outdoor science and ecology, utilizing hands-on and experiential educational techniques. Science teachers from public schools using outdoor learning and hands-on learning techniques are considered.

Passion for teaching others the value of natural systems and ecology and the ability to communicate with children and adults outdoors effectively.

- Public speaking experience and ability to present the center and programs to children and adults.

- Highly Organized! to oversee a busy teaching schedule and manage a team to work with a large group.

- Exceptional Team Player and accountable self-starter. Ability to work and collaborate with others, including volunteers, interns and partners.

- Proficiency and understanding of trends and best practices within this profession.

Excellent written communication skills to write BLOGs, articles and social media updates.

Proficient in Microsoft Office, email, and webpage correspondence, office and audio-visual equipment.

Education:

Minimum Required: B.S., M.S. (preferred)

Preferred Field of Study: **Environmental** Education, education, environmental-related field, EE school, college, or nonprofit

Experience:

Minimum Required: 7 + years of relevant work in environmental education,

4 years of management experience.

Working Conditions:

Outdoor work leading education programs and tours. Indoor work coordinating events and programs in a busy office environment.

Salary & Benefits

Annual Salary \$56,000- \$58,000 (DOE) Plus Generous Vacation & Benefit Package

The John Bunker Sands Wetland Center is an equal opportunity organization that will not discriminate in its programs or hiring practices based on race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or identity, marital status, or political affiliation.

To Apply: Send Resume. Cover Letter detailing experience and skills that match the position description and educational needs to cglazebrook@wetlandcenter.com, along with 3 references (References will only be contacted for final round candidates). IMPORTANT use “EDUCATION MANAGER POSITION” in the email header.