



Position Description: Director of Education

OVERVIEW

The Director of Education develops and manages the delivery of meaningful experiences for all audiences and consumers of BaySail's programs, with the purpose of advancing the organization's mission of fostering environmental stewardship of the Saginaw Bay Watershed and the Great Lakes ecosystem and providing personal development opportunities for learners of all ages through ship board and land based educational experiences. The Director of Education reports to the Executive Director.

MAJOR AREAS OF RESPONSIBILITY

- Oversee development and delivery of educational programs for all ages from early childhood to adult, with particular focus on enhancing science and environmental understanding for students and teachers.
- Recruit, train and manage volunteers and student interns to assist in the development, management and delivery of educational programs.
- Communicate and collaborate effectively with pertinent formal and informal educators, community partners and the scientific community who can positively impact the development and delivery of and participation in BaySail programs.
- Stay up to date with current trends in environmental education, state and federal K-12 standards and continuing education requirements, educational theory, pedagogy and as well as environmental issues and policy.

PRIMARY OBJECTIVES

- Develop and deliver ship board and land based programs that continuously elevate BaySail's standing as a provider of meaningful educational experiences.
- Increase the percentage of the organization's annual revenue derived from the delivery of educational programs.
- Deliver high quality educational programs that increase the support of and membership in BaySail on behalf of participants, community educators, community partners and the scientific community.

SPECIFIC RESPONSIBILITIES OF THE JOB

Program Development & Delivery

- Ensure BaySail staff, equipment and programs meet state and federal safety, certification, and license requirements.
- Obtain and maintain necessary equipment, materials, records, and informational databases essential to the successful delivery of BaySail's education programs.
- Collaborate and communicate with Lead Captain/Director of Operations to develop and deliver educational programs and coordinate appropriate professional developments and certifications.
- Collaborate and communicate effectively with BaySail staff for successful promotion, scheduling, billing, planning, and delivery of all educational programs.
- Coordinate with the Lead Captain/Director of Operations on the interviewing, hiring, training, scheduling and management of a seasonal Shipboard Educator.
- Collaborate and communicate effectively with BaySail staff and educators regarding program policies, expectations, and outcomes.

- Collaborate effectively with the Marketing, Communications & Special Events Manager to successfully communicate, advertise, and promote BaySail’s educational programs.
- Research, apply for and effectively manage grant requests and reporting requirements to sustainably support the development of BaySail educational and professional development programs.
- Use existing knowledge and experience to seek out innovative, evidence-based scientific research and educational practices to continually improve BaySail’s educational programs.
- Continually adapt and improve educational programs and program materials to meet the needs, expectations, and benefits of all participants, to the best of our ability and resources.
- Continually strive to increase the participation in BaySail’s programs by new and diverse populations, particularly those who are underserved due to their socio-economic situation.

Volunteer & Intern Management

- Develop and maintain positive relationships with colleges and universities willing to aid BaySail in recruiting and training post secondary students interested in volunteer and internship opportunities with BaySail.
- Develop and maintain positive relationships with community partners with the purpose of maintaining a core base of effective volunteer educators essential to the development and delivery of BaySail’s educational programs.
- Develop and implement a comprehensive training program for incorporating evidence-based scientific research and educational practices.
- Coordinate and conduct BaySail educator communications, trainings, evaluations, as well as reward and recognition programs.

Resource Development & Networking

- Represent BaySail positively while actively participating in pertinent educational and scientific organizations thus improving its status among outdoor recreation, environmental education and environmental science professionals.
- Establish BaySail as a reliable source for environmental education and information for formal and informal educators in the region.
- Recruit formal and informal educators and other professionals to serve on a volunteer education committee to provide advice and expertise on the development, delivery and evaluation of education programs.

Professional Development

- Pursue personal continuing education, professional development opportunities, professional workshops, and skill certifications pertinent to the expectations and goals of the job and organization.
- Maintain personal and organizational memberships in appropriate educational, environmental and scientific organizations to stay informed of innovative evidence based research, ideas and practices.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Note that these requirements are representative, but not all-inclusive, of the knowledge, skills and ability required for optimal job performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor of Science degree in outdoor recreation and environmental education, science education, biological sciences, or related field; a teaching degree is preferred but not necessary.
- At least 3 years experience in youth program design, delivery and management.
- Demonstrated success supervising and coordinating volunteers.

- Strong social skills, flexibility, attention to detail, dedication and a desire to work outdoors are essential; sailing experience is preferred.
- Well-developed computer skills; excellent oral and written communication skills are required.
- Grant writing experience is preferred.

PHYSICAL DEMANDS

The employee will occasionally be required to perform duties onboard a sailing ship. While performing the responsibilities of this job, the employee is required to communicate effectively. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is often required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Some lifting and carrying up to 50 lbs may be required.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

STATUS & HOURS

The Director of Education position is a full-time, permanent position exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). In other words, the Director of Education is expected to work whatever hours are necessary, including evening, weekend hours, and some holidays to accomplish the expectations and goals of this position. Although the employee will be compensated for 40 hours of work per week, he/she will have some flexibility in his/her schedule to ensure tasks are accomplished in a timely fashion.

HOW TO APPLY

Send letter of interest, resume and three references to Shirley Roberts, Executive Director. Preference will be given to applications received by January 18, 2018. Email: shirleyr@baysailbaycity.org | Mail: 107 Fifth Street, Upper Level, Bay City, MI 48708 | Fax: 989-460-1472

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by individuals in this role. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.