

Updated March 2019

**Job Title:** Director of Public Programs and Education

**Reports to:** Executive Director

**Supervises:**  Contract educators, interns, volunteers

**Job Category**: Permanent, 30-35 hours/week

**RESPONSIBILITIES**

Responsible for the development, coordination, and operation of public programs. Must be able to work some weekends. Duties include, but are not limited to:

**Adult and Family Education Programs**

* Coordinates and books educational series, presentations, and events, including
  + Mushroom Weekend
  + Pumpkin Walk
  + Festival of Science Open House
  + Wildflower Walks
* Works with Volunteer and Tour Coordinator to organize Docent Training Program
* Gives special tours as needed
* Assists with development of lectures and programs for the greater community, such as the Winter Workshop Series

**Community Outreach and Development**

* Maintains and coordinates Arboretum participation in community events, such as Science in the Park, Earth Day festival, and Community STEM Celebration
* Assists with development of materials and activities for outreach events
* Develops and maintains community partnerships
* Assists with grant proposals and fundraising opportunities as applicable
* Assists with marketing for youth education and public programs as needed

**Youth Education Programs**

* Development, assessment, and implementation of educational programming, including curriculum review and development
* Works with Volunteer and Tour Coordinator to promote and coordinate school field trips and in-school programs
  + Leading school trips and in-school programs as needed
* Oversees summer camp registration and daily summer camp operations
* Coordinates summer camp schedule
* Recruits and hires summer camp educators, interns, and presenters as needed
* Trains and supervises summer camp staff, field trip leaders, and interns as needed

**EDUCATION AND EXPERIENCE**

* College degree in education, environmental studies, or related field
* Experience organizing events and programs
* Two years of related teaching experience
* Experience supervising staff, interns, volunteers
* Knowledge of Colorado Plateau ecology a plus

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Excellent interpersonal and customer service skills
* Excellent computer skills: MS Office
* Ability to work in challenging, fast-paced environment
* Ability to work as part of a team
* Ability to demonstrate initiative, establish priorities, and meet deadlines
* Must be able to work some weekends and evenings
* Must have valid AZ Driver’s License

**SALARY:** $17-$19/hour, plus sick leave, holiday pay, and paid vacation

**EMAIL Cover Letter and Resume to:**

Lynne Nemeth, Executive Director

[Lynne.Nemeth@thearb.org](mailto:Lynne.Nemeth@thearb.org)