

OZARK NATURAL SCIENCE CENTER

Job Description: Program Manager

Reports to: Executive Director

Position Type: Full-time

About ONSC:

Ozark Natural Science Center (ONSC) is a private, non-profit residential environmental education and conference facility located adjacent to the state-owned Bear Hollow Natural Area. With 8 miles of hiking trails, lodges, a classroom, and dining hall, ONSC provides quality residential science programming to the surrounding communities and states. ONSC's primary focus is residential (overnight) field science programs for public and private schools and all revenue obtained in other endeavors goes to support this primary audience. ONSC's teaching philosophy is hands-on and experiential, allowing for a broader and deeper understanding of the natural environment.

Summary:

The Program Manager is a part of the management team of ONSC and is responsible for the management of program staff (Teacher Naturalists or TNs), all aspects of school programs and public programs, education and curriculum creation and development, ONSC's research, conservation, and data collection programs, and assistance with special events. This position is a salaried, exempt position and reports to the Executive Director.

Qualifications:

- Values and appreciates education, children, nature, and natural sciences
- Leadership skills, self-motivation, ability to work on a team as well as independently
- Organized, detail-oriented, punctual, and efficient
- Integrity, professionalism, ability to manage confidential information
- Ability to take existing ideas and programs and add creative new solutions
- Able to commute to the on-site office near Huntsville, AR
- Excellent communication and interpersonal skills to ensure successful relationships with schools, teachers, partners, colleagues, and the general public
- Bachelor's degree in program management, education, or natural science discipline, and/or a minimum of 3 years of program management and education experience
- Digital and social media proficiency, including Google suite, Canva, Facebook, Instagram, and Twitter
- Preferred qualifications: Bilingual in English/Spanish, experience managing budgets, managing a store or other retail, and knowledge of botany/native plants

Primary Duties and Responsibilities:

School Programs

- Oversee enrollment in ONSC school programs each semester, including communication with schools, scheduling programs, coordinating school contracts, and developing and coordinating school program schedules with staff and visiting schools
- Update teacher and parent packets; schedule and conduct (or delegate) teacher/parent informational meetings
- Work with kitchen staff to plan meal schedules and coordinate special dietary restrictions
- Maintain program supplies and materials and oversee maintenance of the Smith Education Building
- Facilitate School Program Briefs: Organize, print, and hand out the schedule, group assignments, lodge assignments
- Facilitate School Program Debriefs: oversee debrief discussion after each program
- Assist Teacher Naturalists with school programs when needed
- Conduct marketing and outreach to existing and new schools to increase ONSC's program bookings; develop relationships with schools and districts over time
- Evaluate, develop, and revise program curriculum, field journals, activities and materials as needed so they are aligned with state standards, with support from ONSC's Education and Outreach Committee
- Oversee the ONSC store; oversee t-shirt distribution during programs and other events

Public Programs

- Serve as the point of contact for participating groups and individuals
- Work with colleagues to develop existing and new public programs
- Coordinate all aspects of scheduling, including communication with workshop/event leader(s), development of program details, website updates, registration, and delegating staff to be the ONSC liaison for each program

Outreach

- Maintain and develop outreach connections throughout the community
- Coordinate outreach events and schedule staff and/or volunteers to represent ONSC

Personnel

- Recruit, hire, train, manage, schedule, evaluate, and coach all education staff
- Maintain, review, and supply required personnel information including, time sheets, expense/travel reimbursement forms and training (first-aid/CPR)
- Delegate TN staff so that their project time is productively used to better ONSC
- Manage TN staff to ensure professionalism and quality program delivery
- Manage and enhance ONSC's volunteer program

Research, Data, and Conservation

- Oversee existing research/conservation programs
- Along with the Education and Outreach committee, develop new programs and/or citizen science research for implementation on or off-site independently or in collaboration with partner organizations

Safety

- Ensure the safety of students, visitors and staff on the ONSC campus
- Provide on-site staff radio communications for general information, weather reports, and emergencies when needed
- Maintain the ONSC infirmary
- Schedule and track all-staff emergency trainings; ensure at least one training per season
- Work with ONSC's safety officer and medical advisor to ensure all aspects of safety and emergency preparedness

Other

- Collaborate with the team to create a cohesive and safe work culture in which all are able to contribute effectively to ONSC's mission
- Represent ONSC in the community at large and at public and/or professional meetings.
- Maintain a creative vision for the future
- Other duties as assigned

Salary:

- Commensurate with experience, minimum annual salary of \$40,000 per year
- 16 days of Paid Time Off (which includes vacation, sick, and personal leave days) and 10 Paid Holidays as outlined in the Employee Manual for regular full-time employees
- Additional Covid-19 PTO during the pandemic
- Meals provided during work hours when school programs are in session
- Optional employee-paid dental and vision insurance coverage
- Supervision, evaluation, appreciation, and professional development opportunities in accordance with ONSC personnel policies

ONSC celebrates diversity and is an equal opportunity employer. We seek employees, volunteers, and interns from a wide variety of backgrounds. All applicants will receive consideration without regard to race, color, religion, gender, gender identity and/or expression, sexual orientation, national origin, genetics, disability, age, veteran status, education, culture, or any other federal, state or local protected class.

How to Apply: Please apply by submitting your resume, cover letter, and 3 references to Rose Brown, Executive Director rose.brown@onsc.us.