



Job Description

JOB TITLE

School Programs Manager

JOB ORGANIZATION LEVEL

Manager

DIRECT SUPERVISOR

Program Director

DIRECT SUBORDINATES

Logistics Coordinator, School Programs Coordinators, Curriculum Coordinator, Teacher Naturalists

DURATION AND STATUS

Regular - Full time, year-round. Typically, 40 hours per week. Salaried position

BROAD RESPONSIBILITIES

Westminster Woods seeks a mature, seasoned environmental educator with strong team leadership skills and solid experience in administrative functions.

Westminster Woods Camp and Conference Center is located on 200 acres of redwood forest in the coastal hills of Western Sonoma County, California. During the school year, we provide multiday environmental and science education in addition to character development (challenge course) programming for students primarily in grades five through eight. Our environmental programming focuses on coastal redwood ecosystems, stream ecology, marine ecology and stewardship. Our School Programs mission is to foster the development of character, community, and science literacy in students through experiential outdoor education. Our School Programs Department has grown substantially over the last decade and now annually serves more than 6,000 program participants from a wide variety of schools, representing a \$1.6 M revenue stream. In addition to these programs, Westminster Woods hosts guest retreats, conferences, and ministry programs throughout the year.

POSITION DESCRIPTION

The School Programs department of Westminster Woods maintains a skilled staff, dedicated to delivering high-quality environmental and social-emotional education. We are looking for a manager to support and guide the staff, program and vision of the School Programs department. The ideal candidate values collaboration, creativity & community.

POSITION TASKS

- Support and supervise the School Programs staff.
- Plan and run new staff training and all-staff training.
- Oversee departmental hiring.
- Review incident reports, evaluations and teacher check-out meeting notes to ensure proper risk management protocols and program services are being executed by staff.
- Attend planning and strategy meetings with the Logistics Coordinator, Program Director and SP Coordinator at least weekly as well as various School Programs daily/weekly staff meetings. Represent School Programs at biweekly admin/manager meetings.
- In collaboration with the Westminster Woods Program Director and Executive Director, develop the long-term strategy for the School Programs department. Create steps to ensure that vision is implemented.
- Along with the Program Director, communicate and coordinate with outside organizations on behalf of the School Programs department.

POSITION EXPECTATIONS

- Guide the vision and direction of the School Programs department.
- Build and develop the School Programs team.
- Develop relevant and cutting-edge programming in line with changing school needs.
- Work with the Program Director to develop partnerships with local, state and national organizations to further the field of environmental education.
- Collaborate with other departments to fulfill the larger mission of Westminster Woods.
- Commitment to equitable access to the outdoors.

ELIGIBILITY

EDUCATION AND LICENSURE

- Bachelor's degree in environmental science, outdoor education, recreation management, or a related field. Advanced degree preferred.

CERTIFICATIONS OR VERIFIED SKILLS

- CPR, First Aid, and AED certification must be obtained within 30 days of hire. Advanced medical certifications preferred (WFA, WFR, WEMT, EMT)

EXPERIENCE

- Experience teaching outdoor education
- Experience managing a team of staff
- Experience managing a diverse staff

SALARY & BENEFITS

This is a great opportunity for a highly motivated professional to assume a pivotal leadership role in an industry leading experiential outdoor education program. Compensation Range: \$55,000-\$65,000 commensurate with experience. Plus, additional benefits including 3 weeks of vacation, sick and holiday paid time off, exceptional medical, dental and vision benefits.

To Apply: Please Send cover letter and resume to chrisr@westminsterwoods.org. Include "ED application" and "your last name" in the subject line. Applications accepted until May 13th.

Westminster Woods values diversity, equity, and inclusion. We welcome all backgrounds, abilities, cultures, orientations, identities, and communities.