



Community Programs Manager Position Description

FLSA Status: Non-Exempt Full-Time

Reports to: Chief Operating Officer

Position Summary:

The Community Programs Manager develops and organizes all aspects of our community programs offered at BNC including recreational and educational outdoor themed programs and events for the general public. This position also serves as additional support to primary teaching staff that is involved in planning and implementing hands-on programs for youth groups and general visitors.

This position works Tuesday-Saturday and requires occasional evening hours.

Responsibilities:

- Develop, organize and implement a yearly community programs calendar for Blandford Nature Center
- Develop and maintain community program budget
- Assist with developing and implementing the community engagement plan within the strategic framework
- Direct and implement annual festivals
- Serve as the BNC liaison for all contracted community partners offering programs at BNC
- Grow community partnerships
- Supervise interns, staff and volunteers
- Communicate and work directly with the Marketing and Communications Manager to promote programs
- Manage registration systems for all community programs
- Work directly with the Program Manager to oversee the scheduling of staff for community programs
- Conduct and collect demographic and participant satisfaction evaluations on a routine basis
- Ensure high standards of safety and well-being of program participants
- Assist in the maintenance and storage of program equipment, supplies and facilities
- Assist with other duties as assigned

Additional Responsibilities:

- Occasionally teach, develop and enhance community programs to families
- Occasionally serve as support to Visitor Services staff

Minimum Required Qualifications:

- Two years of experience in project management or community engagement
- Experience in preparing budgets and conducting monthly reports
- Ability to confidently work with community members, organizations and local businesses
- Ability to work effectively with the public in a professional manner
- Strong interest and enthusiasm for the outdoors
- Excellent judgment and reliability
- Ability to work effectively with people in the outdoors, in all types of weather and terrain
- Ability to work effectively and efficiently with all Blandford Nature Center staff and volunteers
- Energetic, flexible and positive role model in attitude and behavior
- Highly self-directed and ability to work independently and in a team environment
- Ability to multi-task in a fast-paced environment
- Excellent verbal and written communication skills
- Ability to work occasional nights
- Criminal background check is required
- A valid Driver's License

Preferred Qualifications:

- Bachelor's Degree in Human Services or related field
- Two years of experience with program and staff supervision
- Competency in Google suite and Microsoft Office
- Experience working with people from diverse backgrounds
- Ability to speak the Spanish language
- CPR and First Aid certification

Compensation:

This is a paid, non-exempt, full-time position working up to 40 hours per week. The starting hourly wage is \$14.50 per hour. This position qualifies for paid holidays and annual leave (PTO), participation in health insurance, Blandford Nature Center membership, and participation in a SIMPLE IRA Plan with an up to 3% employer match.

How to Apply:

Please submit the following documents to jobs@blandfordnaturecenter.org

- Cover Letter
- Resume
- Full contact information for three (3) professional references

Only complete application packages will be considered.

Applications will be accepted until July 13th, 2018. Interviews for qualified candidates will begin the week of July 9th, 2018. There will be a week of training from Monday, August 20th to Friday, August 24th. The official position start date, with a Tuesday – Saturday schedule, will begin Tuesday, August 28th, 2018.

Blandford Nature Center's Mission:

To engage and empower our community through enriching experiences in nature.

Blandford Nature Center's Vision:

A thriving, diverse community that supports a healthy, natural world.

Blandford Nature Center's Values:

- Inclusion: Intentionally welcoming and embracing everyone
- Stewardship: Responsibly using and caring for all our resources
- Integrity: Demonstrating honesty, authenticity, and transparency within our organization and community
- Experiential: Providing direct opportunities to enjoy, explore, and learn in nature
- Partnership: Connecting and collaborating to effectively serve our community
- Innovation: Using creativity and curiosity to continuously improve

The policy of the Blandford Nature Center is to ensure that diversity, inclusiveness, and respect are integral parts of our day-to-day management and work. Blandford staff, board and volunteers commit to ensure equal access to Blandford and all of its educational opportunities by all people.

In essence, diversity includes all the characteristics, experiences, and cultural influences that make each of us unique individuals. All individuals are welcome at Blandford Nature Center, and all individuals, regardless of race, color, age, national origin, sex (including transgender status, gender identity, and pregnancy), religion, disability, genetic information, sexual orientation, marital status, political affiliation, status as a parent, will be treated with respect and dignity. By fostering an atmosphere of inclusion and respect, we can continue to value and appreciate the strengths afforded by differences in the styles, ideas, and organizational contributions of each person. We all share the responsibility to ensure diversity and inclusion throughout Blandford, and seek to recruit, engage, and retain a leadership composed of volunteers and staff that equitably and fairly represent our constituency.