

# **Director of Educational Program Development**

## **The Wetlands Institute**

Reports to: Executive Director  
Status: Salaried, Exempt  
Job Begins: On or After December 1, 2012

The Wetlands Institute seeks a dynamic, team leader to develop and manage our expanding environmental education programs for children, youth, and the public in southern New Jersey and the surrounding region.

The ideal candidate will have a degree in environmental education or a related field, strong natural history knowledge, and experience planning, leading and managing high quality environmental education programs.

The Director of Educational Program Development will be responsible for developing educational curriculum and content across all ages, measuring program impact and seeking opportunities to consistently strive for excellence in developing nationally competitive educational programs. The Director of Educational Program Development will be a key member of the Wetlands Institute management team, working closely with the executive director in a position of authority with program staff. In short, the Director of Educational Program Development will lead the development, implementation and assessment of the Wetland Institute's learning programs.

The individual must possess strong interpersonal skills and the ability to interact professionally with education leaders at both the state and local level, as well as serving as a resource, point of inspiration and colleague for visiting educators, environmental education interns and the Wetland Institute's own educators.

The Director of Environmental Program Development will:

- 1) Expand and increase Environmental Education Programs for children, youth and the general public at the Wetlands Institute and throughout southern New Jersey. Programs are focused on children and families and students, and include summer nature camps, school programs, and outreach programs conducted on boats.
- 2) Oversee and participate in planning, development and delivery of high quality environmental education lessons and programs. Schedule, staff, supervise and evaluate part-time naturalists, the aquarist, volunteers and interns in support of the Wetland Institute's environmental education programs and summer camps.
- 3) Manage and maintain all budgets, schedules, and reports for the education department. Work collaboratively with staff on web postings, publicity, and advertising.
- 4) Represent the Wetlands Institute through outreach to educators, communities and partner organizations in New Jersey and the surrounding region.

- 5) Stay current on environmental education best practices through participation in Institute supported professional development.
- 6) Maintain education offices, the Aquarium, office and environmental education supplies. Oversee care to aquarium and outreach animals.

### **About the Wetlands Institute:**

The position will be located at the Wetlands Institute, located on a 6,000 acre tidal marsh in Stone Harbor, New Jersey. The Wetlands Institute is a 501c3 non-profit organization with a mission to promote appreciation, understanding and stewardship of wetlands and coastal ecosystems through our programs in research, education and conservation. Our goals are a) to teach people of all ages the value of wetlands and coastal ecosystems for the survival of life on earth, b) conduct research and conservation focused on wetlands and coastal ecosystems and their inhabitants; and c) encourage stewardship of these ecosystems worldwide. The Wetlands Institute has more than 13,000 annual visitors, 2,600 members, and hosts more than 8,000 school children annually.

Founded in 1969 by Herbert Mills (Executive Director, World Wildlife Fund US, 1965-1969), The Wetlands Institute is a not-for-profit organization dedicated to furthering knowledge and appreciation of coastal environments. We believe that people will value wetlands and coastal ecosystems if they understand how they work and why the health of those systems is so tightly intertwined with our own wellbeing. That belief is the moving force behind all our services. Through our programs in conservation, research, education, and outreach we employ an interdisciplinary approach to inspire people of all ages to care about the environment and to become environmentally literate and involved citizens.

The Wetlands Institute works with area high schools, service organizations, and the public on volunteer conservation initiatives designed to protect and preserve coastal and wetland ecosystems and their inhabitants, which includes providing authentic, experiential engagement opportunities for participants. The Wetlands Institute is also a field laboratory and research site for visiting students ranging from undergraduate through post-doctoral levels.

### **Candidate Requirements:**

- Master's degree or equivalent experience in program development and delivery
- Strong collaborative, communication and presentation skills
- Passion for the Wetlands Institute mission and genuine appreciation for the natural world and conservation.
- Demonstrated leadership and time management skills.
- Ensure programs maintain a sense of wonder, enlightenment and exploration of the natural world.
- Familiarity with state and national science education standards and trends.

### **Candidate Preferences:**

- Grant-writing experience, particularly related to conservation, environmental education and/or nonprofits.
- Interest/experience in program development.

- Knowledge of effective pedagogy and experience with hands-on outdoor education.
- Competence in program evaluation and assessment

Application deadline: November 15<sup>th</sup> 2012

To apply, mail a cover letter and resume to Bonnie Girard, Human Resources Specialist, The Wetlands Institute, 1075 Stone Harbor Blvd. Stone Harbor, NJ, 08247 ([bgirard@wetlandsinstitute.org](mailto:bgirard@wetlandsinstitute.org)).

Executive Director Lenore Tedesco will be attending the NAAEE Conference in Oakland and can be reached at [ltedesco@wetlandsinstitute.org](mailto:ltedesco@wetlandsinstitute.org)

### **The Wetlands Institute Is An Equal Opportunity Employer**

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.