



ljams
NATURE CENTER

Youth Programs Manager

Full-Time, Exempt

Department: Education

Supervisor: Jennie McGuigan, Education Director

Summary

This is a full-time position responsible for developing, coordinating, implementing, and evaluating a wide variety of nature programs for diverse youth audiences. The Youth Programs Manager will help develop programming that supports the mission of Ljams Nature Center and provides high-quality programming in the East Tennessee region that is relevant, impactful, and builds community through place-based, student-centered, and multi-layered experiences.

Hours & Training Dates

Full-Time (40 hours/week); Exempt

- During school year: Monday-Friday between the hours of 8:00 am-4:30 pm
- During summer season: Monday-Friday between the hours of 7:30 am-5:00 pm
- Occasional nights and weekends for events such as special programming, fundraisers, etc.

During camp season, all camp staff are expected to be available for Staff Training (May 23-24 and May 27-31) and entire camp season (June 3-July 26).

Essential Duties and Responsibilities

Field Trips and Outreach

- Develop standards-based curriculum and field trip activities for grades Pre-K through 12.
- Develop standards-based outreach topics for grades Pre-K through 5.
- Coordinate field trip and booking processes with the Education Leadership Team.
- Plan and conduct volunteer and staff training workshops for field trip leaders and other staff/volunteers.
- Recruit, train, and retain field trip leaders and assistants.
- Train AmeriCorps members to deliver field trips and outreach programs.
- Work with the Animal Care Coordinator to incorporate animal ambassadors in field trips and outreach programs.
- Develop and conduct teacher and camper feedback surveys to evaluate the success of programs.
- Work with the Education Director to prepare annual reports of revenue, participation, and scholarship funding.
- Coordinate with the Marketing Specialist to promote field trips and outreach through traditional media, social media, and other publicity.
- Deliver programming with live animals (small raptors, reptiles, and mammals).
- Present and exhibit at community events, education fairs, educational conferences, and other outreach opportunities to market programs and expand engagement opportunities with the public.
- Develop and retain partnerships with local schools, local organizations, coalitions, and individuals in order to strengthen relationships between Ljams, the community, and the local school districts.

- Develop and enhance team on-boarding and professional development opportunities that strengthen team members' understanding in working with schools, camps, and outreach programs.

Camps

- Develop, coordinate, supervise, and evaluate camps, including Summer Camps - 4 different camps (8 weeks), Spring and Fall Break camps (1 week each), and Single-Day Camps (holidays throughout the year).
- Work with the Education Director and Marketing Specialist to develop publicity plans for camps, including traditional media, social media, third-party calendars, local camp directories, and other publicity.
- Provide design input for development of camp posters, flyers, and postcards.
- Create seasonal staff position descriptions, and coordinate recruitment and hiring through a variety of job posting platforms.
- Conduct interviews and oversee the hiring process for all camp staff.
- Create weekly camp schedules and rotations for 60-80 campers weekly.
- Develop safety and risk management protocols for camps, including inclement weather plans, lost camper procedures, and first aid guidelines for all counselors.
- Train all camp staff on camp activities and materials, check-in and check-out procedures, safety and risk management protocol, and special theme-based curriculum prior to the start of camp.
- Develop and conduct parent, partner, staff, and camper feedback surveys to evaluate the success of programs.
- Communicate with camp parents, including confirmation emails, inclement weather announcements, and weekly camp updates.
- Conduct weekly staff meetings during camp to support counselors and other camp staff in their professional development and successful implementation of programs.
- Coordinate movement of equipment such as paddling equipment, water coolers, caving supplies, and climbing equipment throughout each week of camp.
- Supervise Camp Coordinator and Program Leads with staffing challenges, modifications to activity schedules, and disciplinary issues.

Other Education Program Leadership Support

- Assist Public Programs Manager, Early Learning Programs Manager, Teacher Naturalist, Animal Care Coordinator, Education Director, and other staff with educational programs as needed.
- Collaborate with other departments with enhancing the educational impact of their program, events, and initiatives.
- Assist Education Director with preparing and tracking the Education Department budget, tracking program participation and feedback, and preparing information for grant proposals and reporting.
- Assist with Education volunteer recruitment and training.
- Assist and help lead programs that support other educational events and programs such as the Ijams Hummingbird Festival, Ijams River Rescue, Take Action, Twilight at Ijams, Hallo-week, as well as any other organizational events.

The employee may be assigned other duties, reasonably related to the position, which are needed to help drive to the Ijams vision, fulfill our mission, and abide by the Ijams values detailed in the Employee Handbook. These assigned tasks are at the discretion of the Education Director and Executive Director.

Supervisory Responsibilities

Under the direction of the Education Director, this role supervises seasonal staff during Summer Camp (8 weeks), and part-time/volunteer staff during the school year. This position acts as a leader on the Education Team, and plays an active role in mentoring and training staff, is a positive role model for the team, and is an active voice within the organization when it pertains to youth program development.

Desired Knowledge and Abilities

Knowledge

- Understanding of outdoor experiential education standards, pedagogy, and philosophy.
- Knowledge and experience regarding camp standards and operation procedures.
- Knowledge and experience with K-12 school standards, curriculum creation, and working with formal classroom teachers and administrators.
- Knowledge and experience regarding natural history of East Tennessee desired.
- General knowledge of biology, ecology, natural science, conservation, or related fields.

Skills

- Public speaking skills and the ability to work with people of all ages, especially children.
- Excellent written and verbal communication skills including the ability to communicate through multiple media (print, TV, radio, Internet, public events, etc.).
- Skills and abilities in working with neurodivergent students, differentiated learning strategies, restorative practices, and culturally relevant approaches to programming.
- Strong organizational skills, with attention to detail, accuracy, and deadlines.
- The ability to multitask, prioritize, and display excellent time management skills.
- The ability to carry out duties and directives independently under limited supervision.
- Responsible, creative, relational, enthusiastic, flexible, self-motivated, and resourceful team player.
- Ability to speak, read, and/or write Spanish a plus.

Qualifications

Education

- Bachelor's degree in a field related to natural history, education, outdoor recreation, or environmental science. Master's degree preferred.
- Two to four years of experience and/or training, or equivalent combination of education.
- Supervisory and leadership experience desired.
- First Aid/CPR certification or the ability to obtain certification upon employment.

Experience

- Minimum of two years of experience leading and/or coordinating outdoor programs, camps, and/or field trips for a variety of audiences.
- Experience and demonstrated proficiency using Google Suite, Canva, Microsoft Excel, Microsoft Word, Adobe, and Microsoft Publisher software programs.
- Experience working with audiences who are diverse in culture, age, race, gender, and physical abilities.
- Experience in facilitation, including prompting and holding space for open and honest discourse, leading productive team meetings, and working toward building meaningful organizational culture.
- Experience in team building and organizational leadership in educational non-profits

Other Requirements

- Must successfully complete a pre-employment, post-offer background screen, and motor vehicle record (MVR) screen.
- Valid driver's license.
- Access to a personal computer and internet.
- The ability to work some evening and weekend hours.
- Energy and desire to work with diverse audiences.
- Passion for nature and the ability to deliver programs in a pleasant, tactful, and enthusiastic manner.

Physical Requirements

- Must be able to lift and carry or otherwise move up to 50 pounds.

- Must be able to traverse safely over uneven or irregular terrain.
- Must be able to work in outdoor environments in all weather conditions.
- Must be able to see and respond appropriately to potentially dangerous situations.

Compensation/Benefits

The salary range for this position is between \$35,000 and \$42,000 annually. The position offers health insurance including medical, dental, and vision; paid vacation and sick leave; paid holidays; and a 403(b) retirement fund matching program.

About Ijams Nature Center

Ijams Nature Center is a nonprofit nature center located on the banks of the Tennessee River near Knoxville's urban center. Its mission is to encourage stewardship of the natural world by providing an urban greenspace for people to learn about and enjoy the outdoors through engaging experiences. Ijams Nature Center manages 318 acres of land with more than 14 miles of trails, a large Visitor Center, Mead's Quarry lake, mountain biking trails, river access, gardens, and much more. People of all ages attend educational programs, including school field trips, family programs, summer camps, and adult workshops. Ijams Nature Center partners with Knox County and the City of Knoxville as well as with multiple agencies to provide outstanding educational offerings. Visit the Ijams website at ijams.org for current program information.

Equal Opportunity Employment

Ijams Nature Center is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, ethnicity, sexual orientation, gender identity, age, national origin, mental or physical disability, veteran status, or any other status or condition protected by applicable state or federal laws. These anti-discrimination policies also apply to volunteers and program recipients. Ijams Nature Center provides reasonable accommodations to all applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

To Apply

Send resume, cover letter, and three references (*will not be contacted without notice*) to Jennie McGuigan, Education Director, at jmcguigan@ijams.org. The **deadline** to apply is **Sept. 22, 2023**.