School Programs & Summer Camps Director (SPSCD)

This is a year-round senior staff position ideal for those who are looking to take the next step along their informal education, or interpretation career paths. The School Programs and Summer Camps Director (SPSCD) works with teachers to schedule, plan and deliver programs for their students with our education team. The SPSCD is responsible for overseeing Field Station Educators while they are teaching as well as providing evaluation for educators several times a year. Responsibilities include curriculum development and developing new programming for the organization, participation in the hiring of seasonal staff including Field Station Educators and Summer Camp Counselors. The SPSCD is also responsible for running a successful summer camp program which includes creating weekly schedules, training, and overseeing Educators and Camp Counselors. The SPSCD takes the lead for a significant portion of Educator and Counselor training. The SPSCD attends Camp Fairs throughout the area to do marketing and attract new participants. The SPSCD also acts as the campus Safety Officer, which includes overseeing the Emergency Action Plan and managing all necessary Incident Reports. This position includes on-call responsibilities and supervision of seasonal staff. Ideal candidates are self-motivated, organized, and flexible individuals with a passion for education and the environment. Best fit individuals will demonstrate creative problem-solving skills, the ability to work well independently and as part of a team, and a reasonable level of physical fitness. The SPSCD reports directly to the Executive Director.

**Essential Functions**

- Coordinates the daily planning and functions of the school and summer camp program, including scheduling, budgeting, communication with teachers, and oversight of program staff.
- Assists with development of new programs and long-range plans; assists in implementing department policies/procedures, development/coordination of various classes, courses, workshops, seminars, and other activities; develops and teaches youth and adult-level classes.
- Plans programs, makes necessary arrangements, and develops schedules, oversees emailing of information and appropriate forms to group coordinators or participants.
- Hires and assists with advertising for Field Station Educators each year; directly responsible for hiring and advertising for Summer Camp Counselors.
- Works with the other Directors to lead the training of seasonal education staff throughout the year. This includes the development of training schedules, updating training manuals, preparing housing for seasonal staff arrival, program training, assistance in acquiring NASA security clearance, and assistance in obtaining a Commercial Driver’s license.
- Directly supervises 6 Field Station Educators. Supervision responsibilities include scheduling educators, preparing educators for programs, checking in with them during programs, and making sure they are running programs successfully. This includes evaluating Educator’s teaching performance initially during training, mid-way through their first season, and at the end of their season.
- Responsible for the development, scheduling, and day to day management of the summer camp programs (day camps and overnight camps). This includes communicating with parents, creating
summer camp packets, managing campers and counselors, dealing with all issues, and making sure camps are running smoothly.

• Participates in all education staff meetings and meetings of the leadership team.
• Develops the budget for the school program and for summer camps and is responsible for managing the budget throughout the year. Responsible for all purchases for the school and summer camp programs and all paperwork associated with making purchases.
• Learns and teaches marine science environmental education programs for middle and high school students, adults and families. Will occasionally teach programs during busy seasons.
• Acts as campus Safety Officer which includes upkeep of all first aid kits and supplies, oversight of the Emergency Action Plan, and management of all incident reports.
• Performs other related duties as assigned.

Additional Functions

• Operates a motor vehicle (includes bus) to transport program participants or to conduct other work activities. Tows a trailer with bikes or kayaks using a 15-passenger van or truck.
• Provides assistance to other employees or departments as needed.

Qualifications

• A Bachelor’s or Master’s degree in Environmental Education, Marine Science, Biology, Ecology, Environmental Science or closely related field
• 3+ years of experience working in residential environmental education or interpretation, summer camps and/or nature centers. Field experience preferred.
• Valid Driver’s license and willingness to obtain Virginia CDL
• Up to date First Aid & CPR Certification
• Must be a US citizen with the ability to submit background record to NASA to obtain security clearance.
• Ability to work long hours, including occasional weekends and evenings, in adverse conditions with participants.
• Capable of regularly exerting physical effort and manipulation of objects and materials of moderate weight (20-50lbs)
• Experience with boats and kayaks a plus.

Benefits

• Salary dependent on experience
• Housing included (a private 2 bedroom furnished apartment w/washer & dryer)
• Meals available when the dining facilities are open for operation
• Excellent full coverage health insurance (medical and dental) after first 3 months of probationary employment
To Apply

Please send resume, cover letter, and 3 references as a single PDF file to employment@cbfieldstation.org

Questions can be directed to Rachel Terracina at ur@cbfieldstation.org

Application deadline: September 17th, 2021
Anticipated start date: December 1st, 2021

Chincoteague Bay Field Station is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Association will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.