Job Opportunity: School Programs Manager

Stanley Park Ecology Society (SPES) is a community-based not-for-profit organization with a mission of collaborative leadership in environmental education, research and conservation in Stanley Park. We are seeking a creative, innovative, and passionate educator to manage our outdoor nature education programs for school groups and day camp children.

SPES’ educational programs cover forest, wetland and intertidal ecosystems and are offered to schools between September and June and to day camp children during summer and spring break. Working as a team, SPES’ School Programs reach over 6,000 students a year through outdoor, experiential programs. This is a rewarding opportunity to connect young people with nature. Your time is concurrently split between managing three types of programs roughly as follows: 50% school field trips, 25% spring overnight camps, and 25% weeklong summer day camps.

SPES is composed of self-starters who work collaboratively with others in a fun and dynamic environment. Reporting to the Executive Director and working from the second floor of the historic Stanley Park Dining Pavilion, this is a core, fulltime position of the society.

If you are creative, love nature, find it rewarding to educate young people, and have the following qualifications, we want to hear from you.

Duties

- Develop School Programs based on current curriculum, environmental stewardship and the SPES Interpretation Plan
- Develop and promote weeklong outdoor spring break and summer day camps
- Deliver professional development training for teachers regarding environmental education
- Review, evaluate and update existing program content including information for teachers
- Hire, train, manage, schedule, evaluate a team of 2-6 staff and several volunteers for program delivery
- Personally deliver school programs on an occasional to regular basis
- Work with the Executive Director to establish the annual budget for School Programs
- Create yearly work plans for the department, working to the society’s Strategic Plan
- Oversee administration of the School Programs’ budget and program registrations
- Create and maintain strategic community partnerships
- Work with the Fundraiser to acquire sponsorships, grants, and other funding for School Programs; assist with proposals and create reports
- Maintain communications via quarterly reports, website updates, social media posts
- Build an inclusive and supportive culture within your team and within the whole society
Qualifications

- Bachelors of Education and valid BC Teaching Certification, or demonstrated comparable experience; elementary level preferable
- Relevant degree in Environmental Sciences or equivalent experience an asset
- Strong knowledge of BC ecology an asset
- Minimum two years project management experience, preferably in non-profit setting
- Minimum one year experience supervising staff and volunteers
- Minimum one year teaching experience; informal education experience an asset
- Proven ability to train, coach and manage staff
- Excellent writing and communication skills
- Excellent interpersonal and leadership skills; collaborative work style
- Self-directed, self-motivated, organized and flexible
- Value environmental mission of organization
- Familiarity with Microsoft Office (Word, Excel, Access) required, and Adobe creative suite (InDesign) an asset
- Willingness to work outdoors (rain or shine)
- First Aid, Class 5 Drivers License and Criminal Records check required

Hours: Permanent full-time position. 37.5 hours per week
Wage: $25.41 - $28.09 / hour

Application Deadline: August 5, 2018 (early applications encouraged)

Application Procedure:

Please send application to Dylan Rawlyk, at school@stanleyparkecology.ca. Subject header should be “School Programs Manager – [Your Name]”.

Your application should include a pdf resume and answers to the three following questions:

1. What are you looking for in this role and what drew you to apply?
2. What three qualities are you most excited to bring to this role?
3. What’s a memorable teaching moment in your life?

We thank all applicants for their interest but only those receiving an interview will be contacted.