



Carpenter St. Croix Valley Nature Center

Hastings, MN & Hudson, WI

Job Title:	Director of Education and Visitor Services		
Reports to:	Executive Director	Job Classification:	Full-time, salary, exempt
Hours/Week:	40 hours/week	Days/Hours:	Weekdays, some weekends and evenings
Pay Rate:	\$47,000-\$62,000 dependent on qualifications		
Benefits:	Access to employee-funded pre-tax health and childcare spending accounts 10 days paid sick leave and 10 paid holidays annually Health Insurance after 90-day introductory period Life Insurance & Long-term Disability Insurance after 120-day introductory period Paid Vacation after 180-day introductory period that increases with seniority Lincoln Financial 403(b) retirement plan with 3% company match after 120 days		

General Description/Summary: Carpenter Nature Center is seeking a collaborative team leader and environmental educator who will oversee all aspects of providing high quality environmental education, outdoor activity programs and visitor services under the direction of the Executive Director.

Carpenter Nature Center is a 501(c) (3) not-for-profit organization that provides preschool through 12th grade environmental education curriculum, plus public programs and events to 25,000 – 35,000 visitors each year. The Nature Center encompasses 725-acres of natural habitat along the St. Croix River with a campus in Minnesota and a campus in Wisconsin.

Carpenter Nature Center is proud to be an Equal Opportunity Employer. We encourage applicants and staff to bring their diverse perspectives, skills, and experiences to Carpenter Nature Center. We commit to fostering an inclusive, welcoming work environment for all employees.

Key Areas of Responsibility:

- Direct, supervise, schedule and deliver environmental education programs, outdoor activities and visitor services for all ages and demographics on the Minnesota and Wisconsin campuses, including adhering to the department budget and participating in the annual budgeting process.
- Provide professional leadership, supervision and oversee scheduling for interpretive staff and interns.
- Effectively teach environmental education and mentor staff and interns to grow as professional environmental educators and naturalists.
- Work strategically with the Executive Director to implement the mission of Carpenter Nature Center.
- Promote and maintain harmonious relations with staff, board members, volunteers, other organizations, donors, and the public.
- Participate in the planning and implementation of events.
- Responsible for Carpenter Nature Center facilities in MN and WI on a rotating weekend schedule.
- Assist with occasional animal care duties, including handling animal ambassadors in programs.
- Assist in building and grounds maintenance as needed (i.e. empty trash, clean restrooms, etc.)
- Other duties as assigned.

Required Qualifications

Education and/or Experience:

- Bachelor's Degree or Associates in biology, wildlife management, environmental studies, elementary education, environmental education or other field relevant to natural history interpretation, or equivalent.
- 3-5 years of experience in: supervision, natural history and environmental education, or equivalent.

Abilities and aptitudes:

- Stellar communication skills including ability to communicate with the public in a friendly and professional manner including excellent written, oral communication and interpersonal skills. Customer service mindset including the ability to be courteous, personable and tactful when dealing with CNC's full range of stakeholders.
- Excellent organizational and time management skills. Ability to balance competing priorities, complex situations and tight deadlines. Capacity to work under pressure while maintaining high quality standards and professionalism.
- Ability to conduct a variety of classes in an outdoor setting including snowshoeing, camping and canoeing. Experience in planning and teaching school aged children of various ages.
- High-level confidentiality, ability to maintain confidential personnel records and information.
- Ability to maintain poise and demeanor appropriate to portray an image of professionalism.
- Exercise sound judgement, discretion and a strong work ethic.
- Detail-oriented with a high level of accuracy and consistency.
- Reliable, punctual and ability to meet deadlines.
- Ability to work collaboratively with a team of staff and volunteers, and also work independently.
- Strategic and forward thinking. The ability to take initiative while remaining open to ideas of others.

Additional certifications and qualifications:

- Completion of criminal background check required for hire.
- Must have a valid Driver's License.
- Physical demands: Ability to work indoors and outdoors, and withstand the physical demands of the work which requires moderate physical activity such as walking, crouching, twisting, pushing, pulling, bending, stooping, reaching, sitting, carrying, lifting materials and supplies up to 40 lbs.

Preferred qualifications:

- Knowledge of ecological concepts and ability to identify flora and fauna prevalent in the area.
- Strong familiarity with Carpenter St. Croix Valley Nature Center programs and facilities.
- First Aid/CPR/AED certification.

To apply: Please send a cover letter, resume and three references to:

Jennifer Vieth, Executive Director
Carpenter St. Croix Valley Nature Center
12805 St. Croix Trail S., Hastings MN 55033
Jennifer@CarpenterNatureCenter.org

Deadline: 4:30 p.m. November 30, 2022.