

Yellowstone Wildlife Sanctuary
Education Director
February 1, 2017

Reports to: Administration and Finance Coordinator (AFC) (only for finances) and Board of Directors (BOD)

Schedule: Full-time (40 hours, salary, grant funded)

Direct Reports: None

Summary of Position

The Education Director (ED) will have responsibility for developing and implementing educational programming for all age levels. Programming will focus on conservation and environmental education with special attention paid to the plight of animals in the wild. The ED will be responsible for training and managing the education volunteers as well as the educational component of the YWS website. The ED will be an integral member of the YWS long-term strategy. Additionally the ED will work with Lead Animal Care and Enrichment Coordinators (LACEC), Administration and Finance Coordinator (AFC) and Operations Coordinator (OC) when necessary.

Essential duties and Responsibilities

- Using existing materials along with new ideas, outline and develop comprehensive educational programming for all age groups.
- Implement on-site educational programming that utilizes YWS animal population as much as possible.
- Implement outreach programming for schools, museums and other childcare programs.
- Working with LACEC to organize animal encounters with YWS residence.
- Assist in recruitment of volunteers. Train and manage the education volunteers.
- Utilize technology within the programming.
- Organize and implement a YWS summer camp program.
- Organize and implement field trips (hiking, camping, etc.).
- Work with outside organizations while developing programs. Collaboration with like organizations is important.
- Independently or with the Administration Assistant and Grant Writer (AAGW) find and complete educational grant applications.
- Work with the AAGW to keep website updated with comprehensive educational information.
- Assist with fundraising events as necessary.
- Other duties include hauling supplies, snow removal, grounds maintenance, organizing storage facilities and interacting with visitors.

Position Qualifications

- *Required:* Bachelor's Degree or higher
- *Required:* Teaching experience; preferably with a variety of age groups
- *Required:* Program development experience
- *Required:* Strong computing experience and familiarity with social networking vehicles

- *Required:* Outstanding written and oral communication skills
- *Required:* Strong organizational skills and the ability to work independently
- *Required:* Experience assembling project budgets and schedules for grant writing and reporting
- *Required:* No criminal record (verified by criminal background check)
- *Required:* A valid driver's license and an insurable driving record
- *Preferred:* Grant writing experience

Other Mandatory Considerations

- Must have a valid Montana Driver's license and willingness to use own vehicle (with milage reimbursement) for off-site programs.

I have read this position description and I fully understand the responsibilities and requirements of this position:

Name (printed): _____

Signature: _____

Date: _____