



5500 Northrock Drive  
Rockford, IL 61103  
Phone: 815-877-6100/Fax: 815-877-6124

## **Director of Nature Education**

Starting Salary \$ 62,400 - \$ 78,000  
Commensurate on Experience

**Reports to:** Executive Director and works with the Severson Dells Nature Center Foundation Board

### **Position Summary:**

The Director of Nature Education supervises and directs the activities of the Nature Center, Nature Center staff and offsite programs. He/she develops various educational programs for a variety of ages and interest. Assists Severson Dells Nature Center Foundation Board in funding the program.

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Supervises and directs the work of Nature Center staff.
- Directs staff in identifying, obtaining funds for, planning and accomplishing appropriate nature education, research and survey projects.
- Responsible for overseeing all revenue and assets; signs checks.
- Plans programs for general public, involving contacting resource people, establishing dates, scheduling reservations, and preparing press releases.
- Teaches outdoor and nature related subject material to various age groups.
- Corresponds with volunteers, media representatives, and the general public regarding inquiries and communications related to the Nature Center.
- Presents programs to civic, service, religious, and other groups interested in the Nature Center.
- Assists the Administrative Assistant in preparing business reports and budget requests.
- Oversees the general operation of the Nature Center.
- Writes the quarterly newsletter.
- Liaison to Winnebago County Forest Preserve District.
- Provides assistance in teaching during school group visits.
- Adheres to and trains staff and volunteers in all risk management and safety programs and procedures.

### **KNOWLEDGE AND SKILLS REQUIRED FOR THE JOB**

Ability to communicate effectively with the general public, students and teachers, various organizations, both verbally and in writing. Ability to prepare a variety of documents including press releases, budget materials, federal and state license reports, and general correspondence. Ability to assign, supervise, and review the work of others. Proven knowledge and ability to lead fundraising and donor cultivation efforts. Ability to use computer effectively. Ability to write reports and newsletter articles. Ability to effectively present information and respond to question and inquiries. Must successfully obtain CPR and basic first aid. Must possess a valid driver's license.

### **EDUCATION and EXPERIENCE**

Bachelor's Degree in Biology, Nature Science, or a related field. Master's Degree and Teacher Certification highly desirable. A minimum of five years of experience with nature education programs or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Posted: 09/30/2016

Expires: 10/21/2016