



## POSITION DESCRIPTION

**TITLE: Director of Education**  
**REPORTS TO: Executive Director**  
**STATUS: Full Time/Salary**

**BROAD FUNCTION:** The Director of Education (DE) is responsible for the effective operation of the Education Department inclusive of all formal and non-formal education programs, standards and quality, promotes a positive image for PEEC through professional leadership and supervision of staff, knowledge of PEEC's activities and the ability to communicate PEEC's vision and mission.

### PERFORMANCE MEASUREMENTS:

- Perform duties on time and within budget.
- Establish new programs for the Education Dept and exhibits.
- Maintain current user groups.
- Receive 'excellent' evaluations from 85% of all groups.

**ACCOUNTABILITY:** The DE is directly accountable to Executive Director and works in conjunction with the Director of Operations and leadership team.

### PRIMARY DUTIES & ACTIVITIES:

#### Personnel:

- With the Summer Camp Director recruit, hire, train, supervise, motivate, evaluate staff.
- During EE programs/season, observe and assess classes for quality and provide feedback, provide input for schedule and provide professional development opportunities and guidance to PEEC Education staff members and volunteers to assure the highest quality Education program delivery.
- Recruit, hire, supervise AWE Fellow and their project.

#### Program delivery:

- Along with the DO, serve as the primary 'host' for all groups. Train, manage and hold accountable other PEEC 'hosts' (Director of Operation, Weekend Manager, Program Planner, Assistant Camp Manager) and serve in their absence to assure quality and consistent 'points of contact' and customer service. Serve as the 'on-site/on-call' supervisor for assigned groups.
- Assist Program Planner with serving as primary liaison between schools and other organizations receiving educational services. Meet with school/group staff to identify and accommodate needs. Provide guidance to help craft a PEEC "experience" that meets school/group expectations.
- Oversee curriculum development and keep current with state standards in PA, NY, and NJ.
- Assist the Grants and Groups Coordinator and Development Director in implementation of grand funded groups and provide information for reporting.
- Implement grant funded education programs (like PEEC Into the Classroom) and train Education Staff to assist in spring/fall.
- Coordinate PEEC outreach activities (with PP).





- Initiate and secure feedback, evaluations and assessments from all schools/groups. Respond to any/all comments and suggestions from group assessments. Provide assessments, comments and responses to Education Staff as it pertains to program quality, content, materials and so on in a timely manner.
- Teach EE programs and classes on as-needed basis.
- Oversee and maintain current and up to date inventory of all program equipment, supplies and materials for education programs.
- Serve as the primary contact with the Delaware Water Gap National Recreation Area Interpretation and Education Department as it pertains to education in the park.

**Program:** Further develop and evaluate existing EE programs and classes according to quality and state standards. Develop new EE programs and classes. Research, identify and reach out to new EE markets / new prospects with Group Coordinator. Annually develop new EE marketing brochure and follow-up information packages for web-based, print and media distribution (with Group Coordinator).

**Fiduciary:** Design, implement and control annual departmental budget for supplies and with DO for staffing. Assist in annual fundraising efforts and events as assigned.

**Administration:** Attend all PEEC Mgmt. Staff meetings and PEEC Board meetings as asked. Complete necessary reports. Provide articles and information for publication, marketing and development initiatives.

**Professional Development:** Attend training events and meetings as assigned to innovate programming at PEEC. Stay informed of statewide EE / Education professional associations. Pursue annual training for all aspects of position including but no limited to; science, ecology, education, management, supervision and administrative skills.

#### **POSITION REQUIREMENTS:**

- Excellent people skills and ability to work with a variety of personalities.
- BS in Environmental Science, Education, Recreation or related field, MS preferred.
- Minimum of 3 years experience 'teaching' in Environmental Education (EE) program or related field.
- Minimum 2 years experience in 'management' position in EE or related field.
- Experience in providing guidance, leadership, supervision, training and assessing a program staff.
- Successfully designed, implemented and managed \$250,000 departmental budget.
- Attentiveness to detail including record keeping and office systems.
- Knowledge of regional flora, fauna and ecology.
- Working knowledge of state-wide academic standards and assessments (NY, NJ and PA desirable).
- Commitment to the Pocono Environmental Education Center mission and DEI/J vision.
- DE will have on-site and overnight supervision responsibilities-housing provided.

**ORGANIZATIONAL RESPONSIBILITY:** DE must work well independently and with a team.

**SALARY:** \$35,000





**PEEC**  
Pocono Environmental  
Education Center

Where Learning  
Comes Naturally

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Fax: 570-828-9695

[www.peec.org](http://www.peec.org)

**BENEFITS:** Include available on-site housing and board, health benefits, accrued paid sick and vacation, retirement plan after 90 day trial period.

**To Apply:** Email cover letter and resume to Kelly Daly, Executive Director at [kdaly@peec.org](mailto:kdaly@peec.org)

PEEC is an equal opportunity employer.

