

Pocono Environmental Education Center (PEEC)

Director of Education

Position Description

Broad Function

The Director of Education reports to the Chief Operating Officer and 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 education programs while continuously assessing existing offerings for improvement.
- Creation of new educational exhibits.
- Receive 'excellent' evaluations from over 80% of all groups individually and programmatically.

Director of Education Responsibilities

The Director of Education is responsible for both the oversight of program personnel as well as implementation and delivery of all education programs.

- Recruit, hire, train, supervise, motivate, and evaluate staff alongside the Summer Camp Director.
- Throughout the year, observe and evaluation program staff. Provide opportunities for training and development to ensure the highest program quality.
- Serve as the primary 'host' for all groups to assure quality and consistent 'points of contact' and customer service.
- Serve as the 'on-site/on-call' manager on average one to two nights a week for overnight groups.
- Schedule all program staff each week, including hosting and on-call responsibilities for other education department managers.
- Assist Scheduling Coordinator 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.
- Initiate and secure feedback, evaluations and assessments from all schools/groups as well as staff to help inform areas for improvement and recommendations for future trips and experiences. Follow-up with education staff regarding group feedback and evaluations as needed.
- Oversee curriculum development and keep current with state standards in PA, NY, and NJ.
- Assist in implementation of grant-funded groups and provide information for reporting through program evaluations and participant surveys.
- Coordinate PEEC outreach activities.
- 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.
- Implement and maintain annual departmental budget of \$200,000 for supplies and staffing.
- 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.
- Attend all PEEC management meetings, staff meetings, and Board of Trustee meetings as asked.
- Attend training events and meetings to innovate programming and stay informed on industry standards and trends in order to grow and expand PEEC's offerings.
- Certification in First Aid, CPR, AED, and/or lifeguarding is desired.

Desired Experience

The ideal candidate may come from a background in either formal or non-formal education. Critical to success will be a passion for PEEC's mission and a capacity to complete projects both independently and with co-workers, to prioritize hands-on education experiences. Ability to prioritize tasks while maintaining a consistent work ethic is essential to be successful in this role.

Compensation

This is a regular, full-time, exempt position. Annual salary of \$35,000, depending on experience, along with on-site room and board. We offer a competitive compensation package with benefits that include paid time off, 75% employer-paid medical/dental/ vision insurance, 403(B) program (with employer match of 7.5%), short-term disability, and life insurance.

Position Start Date

The start date of this position is flexible, but the applicant should be available to start no later than December 1, 2024.

To Apply

Interested candidates should apply via email by sending a resume and cover letter identifying qualifications that match the position criteria and describing what they will bring to the role. The email should be sent to DScott@peec.org with the subject line "PEEC, Director of Education Search." Application review will continue until the position is filled.

Final offers of employment are contingent upon the successful completion of a background check that includes employment history, national criminal background check, national sex offender registry search, and a driving history check.

Organizational Background

The Pocono Environmental Education Center (PEEC) is one of the largest overnight and day environmental education centers in the US. For 50 years, PEEC has provided outstanding environmental and sustainability experiences to over 30,000 people each year. Our focus is overnight and day-long, immersive, hands-on outdoor experiences for students from Pennsylvania, New York, and New Jersey. We offer nature, STEM, and recreational programs for school groups, families, adult learners, and professionals. The entire educational experience at PEEC is place-based, so our forests, the Delaware River watershed, our trails and our sustainable campus are an integral part of the teaching experience. PEEC is an independent 501(c) 3 non-profit located in Northeast PA, within the Delaware Water Gap National Recreation Area, and is the education partner of the National Park Service within the Park.



PEEC Mission

PEEC advances environmental education, sustainable living, and appreciation for nature through hands-on experience in a national park.

PEEC Facilities

PEEC is situated on a 38-acre campus surrounded by the 77,000 acres of the Delaware Water Gap National Recreation Area. The campus, its 40+ buildings, 6 hiking trails, and two ponds are situated on a ridgeline one mile above the Delaware River. There is overnight accommodation for 300 students, in a combination of 4 season cabins, lodges and yurts and an award-winning passive solar dining hall as well as a 12,000 square-foot main building and numerous other buildings. There are also team building and confidence courses, pavilions and outdoor amphitheatres on campus. PEEC is open year-round. PEEC is situated on Federal land and most of the buildings are owned by the National Park Service.

Equal Opportunity Employer

PEEC is an Equal Opportunity Employer. Our effectiveness is enhanced when equity and inclusiveness are practiced and protected throughout our organizational governance, culture, and staffing. Recruiting and retaining a diverse workforce is a high priority at PEEC. PEEC does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental, disability, military, genetic information, ancestry, marital status, age, citizenship, or any other basis prohibited by law in any of its policies, programs or operations.

Additional Information

More information on PEEC can be found at peec.org.

