

## **JOB DESCRIPTION**

**Job Title:** Youth and Family Programs Manager

**Department:** Education Department

**Reports To:** Education Director

**FLSA Status:** Exempt

**Prepared By:** Claude Stephens, Lorie Russavage

**Prepared Date:** January 28, 2010

**Approved By:** Dr. Mark Wourms, Executive Director

**Approved Date:** January 29, 2010

## **SUMMARY**

Bernheim's vision is to become a nationally treasured leader in ecological stewardship that inspires the exploration of our deep connections to nature. That work takes on many dimensions that include education, conservation, preservation, ecological restoration, outdoor recreation and connections to the arts. The Youth and Family Programs Manager is the point person for Bernheim's efforts to connect young people and families to nature. The position requires energy, creativity, strong communication skills, knowledge, patience and passion. Successful candidates will be able to demonstrate leadership skills in public programming and point to past successes related to nature based education. A fair understanding of ecology, horticulture, creative arts, sustainability, or similar content areas is desired. Candidates must be able to connect with individuals and groups in engaging ways and be comfortable working with volunteers, staff and outside resource people. Knowledge of the appropriate use of technologies and communication tools is desired. Although not required, grant writing skills, project management experience and examples of creative problem solving will be favorably considered.

This position is a full-time position with a 40 hour work week and benefits.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Include the following. Other duties may be assigned.*

- Designs, develops, offers and evaluates on-site programs for K-12 audiences matched to the needs and core content guidelines of the school systems in Bernheim's primary service region.
- Helps envision and design new educational resources at Bernheim based on creativity, sustainability and how they extend our ability to connect with our audience.
- Works with volunteers, staff and outside resource people to envision and plan individual and group programming opportunities focused on Bernheim's mission "Connecting People with Nature".
- Guides the development of Bernheim's ECO Kids program (Every Child Outdoors) which includes regular on-site programs as well as web-based resources that encourage children and families to connect with nature at home, at Bernheim and in their communities.
- Works with the Education Department and others to plan and staff youth and family experiences at Bernheim events.
- Oversees the development of outreach programs and service to K-12 schools which may include the use of mobile labs.
- Trains, schedules, communicates with and evaluates volunteers to extend the reach of Bernheim programs both on and off-site in cooperation with Bernheim's Volunteer Manager.
- Develops points of contact and professional relationships with other regional organizations in support of Bernheim efforts.
- Communicates with visitors, school groups and others to schedule programs follows-up with them subsequent to their visit to evaluate our programs for constant improvement.

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Works with the Director of Education to identify and secure potential funding for programming efforts through grants, gifts and in-kind services.  
Writes articles, creates marketing material content, develops web content, creates program outlines and assists in the development of brochures, exhibit labels and interpretive materials.  
Conducts research and investigates existing best practices that support moving Bernheim programs into a leadership position on a regional, state and national level.

**ADDITIONAL JOB FUNCTIONS:**

This list includes job functions which are important to the development of Youth and Family Programs and that may receive greater or lesser attention based on changing institutional priorities. Some of these job functions can be accomplished through the training and supervision of volunteers.

Assists the Education Department in the development and production of a long-term phenology project.  
Oversees the Wildlife Viewing Room development and maintains that resource on a weekly basis.  
Oversees the Visitor Center aquarium, terrarium and the care of the teaching collection of living animals.  
Represents Bernheim in outreach efforts which may include conferences, speaking to community groups, public meetings and planning efforts initiated from outside Bernheim.  
Provides back-up support for other Bernheim education efforts as needed based on demand, planned and unplanned absences of coworkers, and in emergency situations.  
Identifies weaknesses, challenges, potential problems and areas for improvement as well as ideas and solutions to address them.  
Balances the demands of the position with the larger demands of Bernheim and effectively communicates within the department to determine project schedules, annual plans, shifting work demands and capacity.  
Develops and tracks and itemized budget related to the programming efforts that fall under the direction of the position.  
Plans course content and method of presentation, and prepares outline of material to be covered and submits it for approval.  
Selects and assembles materials to be used in teaching assignment such as natural history materials and samples of plant life, and arranges use of audiovisual equipment or other teaching aids.  
Conducts classes for children in various scientific, history, or art subjects, utilizing Bernheim resources to augment standard teaching methods and adapting course content and complexity to ages and interests of students.  
Conducts seminars or workshops for school system teachers or lay persons to demonstrate methods of using Bernheim resources and collections to enhance school programs or to enrich other activities.  
Conducts workshops or field trips for students or community groups and plans and directs activities associated with projects.  
Plans and presents vacation or weekend programs for elementary or preschool children, combining recreational activities with teaching methods geared to age groups.  
Teaches courses and/or supervises participants in work-study programs or internship programs.  
Works with adult leaders of youth groups to assist youths to earn merit badges or fulfill other group requirements.  
Maintains records of attendance.  
Evaluates success of courses, basing evaluation on number and enthusiasm of persons participating and recommends retaining or dropping course in future plans.

### **SUPERVISORY RESPONSIBILITIES**

This job periodically supervises contracted service providers, volunteers, interns, part-time staff and grant funded personnel.

### **EDUCATION AND/OR EXPERIENCE**

BS minimum. MS preferred. Minimum of two-years experience in a similar job. Equivalent or non-traditional education or work experiences may be considered but must be documented in the application.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

- Must have experience designing and presenting programs in the natural sciences or a related area of knowledge for K-12 school groups.
- Must have experience working in informal learning environments such as museums, nature centers or similar resource organizations.
- Must have knowledge of the regional ecology, natural history, biology, conservation horticulture, sustainability or similar content areas or demonstrate the ability to gain that knowledge easily.
- Must have written communication skills that support the development of quality interpretive materials, web site activities, instructions for on-site activities, development of self directed visitor experiences and similar activities.
- Must be able to speak effectively in front of diverse public audiences in a manner that is engaging and entertaining.
- Must be comfortable teaching in a variety of outdoor environments that range from fully accessible outdoor teaching spaces to wilderness areas without trails in all weather conditions.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

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- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

Must be able to use basic computer software programs for organizing work information, data bases, schedules and for communicating. Experience with design software programs for photo manipulation, video editing, graphic design and web site development is not required but is preferred.

### **Certificates, Licenses, Registrations**

Must possess a valid driver's license and must pass a criminal background check.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit;

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use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently exposed to outside weather conditions.

**TO APPLY:**

Email letter of interest and resume to [lruessavage@bernheim.org](mailto:lruessavage@bernheim.org) or mail to the attention of Youth and Family Programs Manager Search Attn: Lorie Russavage, Human Resources, Bernheim Arboretum and Research Forest, P.O. Box 130, State Highway 245, Clermont, KY 40110.

**Posting Date:** Monday, February 1, 2010

**Closing Date:** Friday, March 5, 2010

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