

### **Job Description:**

Assistant Director, Outdoor Education Center  
Glen Helen Ecology Institute, Antioch College  
April, 2011

#### **Background:**

The Glen Helen Outdoor Education Center (OEC) is the Midwest's original environmental learning facility. It is located within Glen Helen, a 1000-acre preserve owned by Antioch College. The OEC welcomes nearly 3000 schoolchildren each year, and also provides a training program for naturalist and administrative interns. The OEC is adjacent to the Glen Helen Raptor Center, which provides education programs and rehabilitation for birds of prey.

#### **General description:**

The Assistant Director works closely with the Outdoor Education Center Director on all aspects of OEC operations including management and coordination of programs. The Assistant Director is responsible for educational resources and live animals used for education, and provides close oversight to the Glen Helen Extension program and Naturalist Training Program.

#### **Responsibilities:**

1. Assist in overall management of the Outdoor School, Ecocamp, and Naturalist Training Program.
2. Recruit, train, and mentor naturalist and administrative interns.
3. Work with Director to develop and coordinate training for interns.
4. Assist the Director with other tasks pertinent to the OEC operation, including, but not limited to program evaluation, program marketing, fundraising, and facilities management.
5. Assist Director in managing day-to-day program to ensure smooth-running operations.
6. Oversee cache of educational resources.
7. Maintain educational animals, including permitting.
8. Oversee extension programs.
9. Pursue grants and other fundraising mechanisms in support of OEC programs
10. Work collaboratively with other staff of the Glen Helen Ecology Institute.
11. Perform additional duties as required.

#### **Qualifications:**

The Assistant Director must be an excellent teacher, a skilled manager, and a proven collaborator and team builder. He or she must have the ability to focus on the long-range vision while attending to operational details. The Assistant Director must possess outstanding organization and communication skills. He or she must be able to work well with a broad range of people from school administrators, to students, to members of the public. Flexibility in work schedule is essential as evening or weekend work is periodically required. Ability to work outdoors in all seasons is necessary. Specific requirements include:

- Bachelor's degree in related field required; Master's degree preferred;
- Experience planning, delivering, and administering residential environmental education programs;
- Experience teaching a wide range of ages;
- Demonstrated leadership skill and an ability to motivate and inspire others;
- Staff supervision experience preferred; and
- Computer literacy, including word processing, desktop publishing, database management.

#### **To Apply:**

Submit an online application to Antioch College:

[http://antiochcollege.org/employment/online\\_application.html](http://antiochcollege.org/employment/online_application.html)