



Title: Youth Education Manager  
Reports to: Director of Community Engagement  
Salary: Commensurate with experience and position

### **Position Summary**

Engaging people in the natural world is vital to accomplishing our vision for the human and natural worlds to flourish together. The Youth Education Manager plans and implements activities and experiences that are designed to engage youth throughout the communities we serve while accomplishing the goals of engaging youth in our mission, instilling a love of nature and conservation, and increasing volunteer engagement. The youth program is especially designed to give underserved youth WOW! moments in nature.

### **Duties and Responsibilities**

- Together with the Director develop new programs, curriculum, and partnerships to introduce youth to our mission and educate them about responsible land stewardship.
- Maintain, promote, implement, and evaluate a full roster of education programs including in-school programs, out-of-school programs, summer programs, youth groups, and programs for differently abled populations that accommodate the diverse needs of our community youth partners.
- Maintain strong professional relationships with community institutions and educators.
- Train and manage volunteers to assist in youth programming.
- Manage program budget, KPIs, surveys and other metrics as needed.
- Support the Director of Philanthropy in grant writing and reporting.
- Participate as a fully productive member of staff by effectively communicating, collaborating to achieve individual and organizational goals, supporting and contributing to the efforts of others, adhering to Big Waters Land Trust's values, standards and practices, procedures, and policies, and maintaining confidentiality.
- Collaborate with the Community Education Manager and Events Manager as needed on program design, logistics, and execution.
- Assist with outreach events, manning booths, speaking engagements, etc.
- Other duties as assigned

## **Knowledge, Skills, and Abilities**

- 2 years of experience in leading environmental education programs.
- Four-year college degree in biology, environmental studies, conservation, or related field preferred.
- Fundamental knowledge of Florida's natural communities, environmental, and conservation issues.
- Knowledge of Florida's native and invasive plants and animals. Working knowledge of the terrain, environment, and local area.
- Experience working with children in formal or informal settings and with underserved populations
- High degree of organization, attention to detail, and ability to multitask.
- Excellent verbal communication skills with the ability to simultaneously entertain, instruct, and maintain safety at the highest level.
- Comfortable speaking with volunteers, donors, and partners.
- Ability to work independently and efficiently with limited oversight.
- Willingness and ability to work a flexible schedule that includes irregular hours, evenings, and weekends.
- Physical fitness and ability to lift 50 lbs. (activities often require hiking, ability to carry supplies to destination, set-up at remote locations, etc.)
- Physical ability to travel to remote and undeveloped property, hike and wade through various environmental conditions, be outdoors for considerable periods, and potentially interact with wildlife.
- CIG certificate, Master Naturalist, American Canoe Association (ACA), Wilderness First Aid training a plus.
- Current Adult and Pediatric First Aid certification and CPR certification (or obtain within 2 months of hire).
- Comfort with water-based activities.
- Proficient paddling skills and water safety knowledge and ability to obtain ACA Certification within 12 months.
- Ability to be flexible and calm.
- Ability to make sound decisions about group and individual safety.
- Ability to develop and execute fun and engaging outdoor activities.
- A positive attitude and desire to be around people.
- Proficient in Microsoft Office applications such as Outlook, Word, and Excel.
- Valid Florida driver's license and proof of insurance.