



## Ashland School Program Coordinator

### General Position Description:

The Ashland School Program Coordinator manages environmental education activities for school audiences at the Ashland Nature Center and other sites utilized by Delaware Nature Society, develops natural science and natural history programming, and ensures program quality and continuity. The Ashland School Program Coordinator connects visitors with nature through unique, authentic, hands-on experiences, promotes Delaware Nature Society membership, volunteerism, and marketing, and provides information necessary for securing funding sources.

### Primary Responsibilities:

- Coordinate recruitment, scheduling and planning of field study and outreach programs at Ashland Nature Center and Ashland sites for school groups.
- Proactive in the marketing of programs to existing and new audiences.
- Ensure program and lesson quality and consistency.
- Develop custom lessons as appropriate.
- Recruit part-time paid and volunteer instructional staff to lead school groups and supervises day-to-day activities of school program at Ashland.
- Collaborate with education staff to develop and lead training for instructional staff.
- Communicate with School and Group Programs Team Leader, Group Program Coordinator and Ashland Education Assistant about volunteer and Teacher Naturalist schedules and needs.
- Teach programs as needed.
- Coordinate Academic Enrichment summer camp offerings and plan and deliver two week-long summer camp programs.

### Desired Qualifications:

- Bachelor's Degree in Education or natural science field; Master's degree preferred
- Broad-based knowledge in natural science
- 2-4 years of relevant teaching experience
- 1 year supervisory & program management experience
- Excellent public relations and communication skills
- Ability to work effectively and productively as part of a team, indoors and outside under variable weather conditions
- Flexibility and adaptability to work a schedule that meets the needs of the organization
- Computer skills
- Valid driver's license and own transportation

### Position Location:

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The Ashland School Program Coordinator position is primarily based at [Ashland Nature Center](#) in Hockessin Delaware. In addition to activities at Ashland, the Coordinator may support and participate in activities at other Delaware Nature Society locations and sites throughout the region including but not limited to;

- [Abbott's Mill Nature Center](#), Milford DE 19963
- [Cooch-Dayett Mills](#), Newark DE 19702
- [Coverdale Farm Preserve](#), Greenville DE 19807
- [DuPont Environmental Education Center](#), Wilmington DE 19801

Ashland Nature Center is located at 3511 Barley Mill Road, Hockessin DE 19707 and is:

- 7 miles northwest of Wilmington, DE
- 35 miles southwest of Philadelphia, PA
- 70 miles northeast of Baltimore, MD

## Compensation:

Full-time, salaried position with medical and dental benefits, including retirement benefits.

## How to Apply:

To be considered for the Ashland School Program Coordinator position please submit a cover letter, current resume, three references and a completed Delaware Nature Society [Application for Employment](#) to the email address or mailing address listed below. You may omit a resume and references if information is the same as that which is required in the Application for Employment.

Send application materials to:  
Delaware Nature Society  
PO Box 700  
Hockessin, DE 19707

Or email [Info@DelNature.org](mailto:Info@DelNature.org)

If you have questions about the role contact David Pragoff, School and Group Programs Team Leader at:

- Email: [DavidP@DelNature.org](mailto:DavidP@DelNature.org)
- Phone: 302-239-2334, extension 133

## Dates and Deadlines:



- Application Deadline: June 16, 2017
- Anticipated Start Date: August 1, 2017

## Organization Description:

Founded in 1964, [Delaware Nature Society](#) (DNS) is a leading nonprofit organization in the Delaware region with the Mission to connect people with the natural world to improve our environment through [education](#), [conservation](#) and [advocacy](#). DNS is renowned for its educational activities reaching more than 110,000 participants each year through programs, events and outreach for schools, scouts and the general public. DNS manages over 2,000 acres of land, including four nature preserves, and operates four core educational sites: [Ashland Nature Center](#), [Abbott's Mill Nature Center](#), [Coverdale Farm Preserve](#), and [DuPont Environmental Education Center](#) at the Russell W. Peterson Urban Wildlife Refuge. DNS' advocacy and conservation initiatives engage people in the legislative process and provide the tools for communities to take action and protect the environment through activities such as land preservation and watershed stewardship. DNS is the Delaware state affiliate for the National Wildlife Federation.