



Title of Position:	Program Coordinator
Reports To:	NNC Executive Director
Supervises:	NNC Seasonal Staff & Interns
Status:	Full Time, Permanent

About the Ney Nature Center: The Ney Nature Center is dedicated to the preservation of the natural state of its surroundings, restoring and preserving the buildings of historical significance, and engaging the greater community in connecting with the natural world on the 446 acres of park land, bequeathed by Ruby Ney and Don Ney to Le Sueur County of Minnesota.

Through innovative high-quality interactive programming, the Ney Nature Center brings generations together connecting them with the natural world and inspiring their commitment to preservation and building their desire for natural world engagement.

Position Summary:

The Program Coordinator is a key leadership role in the quality of programs provided to the community served. The primary area of responsibility is the design, development and delivery of programs. This includes working with staff, interns, and volunteers in multiple facets of programming. Additionally, in a marketing capacity, there is the responsibility to outreach and promote NNC to the greater community directly through presentations, social media, and traditional media formats of radio and publication.

Job Responsibilities:

Vision, Mission, and Strategic Plan

- Actively participating in implementing initiatives and actions assigned through the strategic plan dashboard.
- Strategic Plan: Actively participates in implementing initiatives and actions assigned through the strategic plan; provide status updates;
- Lead the strategic focus area of "Programs & Education" working in collaboration with staff and NNC committees.
- Provide Board of Director status updates regarding "Programs & Education" including: offerings; participation; financial analysis; and all relevant analytics.
- Develop and implement marketing plans focused on Ney programs in collaboration with the Executive Director and other staff members.
- Assist with visitor services duties
- Perform other duties as required or assigned

Responsibilities for Programs:

- Maintain environmental education materials and equipment
- Oversee scheduling of program activities and events occurring at the Ney Nature Center
- Develop and work within set program budgets
- Coordinate the design and development of educational displays and informational kiosks for the facility
- Represent the Ney Nature Center in a variety of public forums, articulating long-term goals, and providing interpretation/learning opportunities that promote the Ney Nature Center mission and vision
- Manage program registration process and maintain program attendance records and statistical data
- Implement evaluation efforts by administering and collecting surveys, regular data entry, and reporting

A. Field Trips & Group Programs:

- Develop, plan, and conduct environmental education, informational and interpretative programs for school field trips and groups
- Provide training for volunteers who help with the field trips and group programs
- Develop and implement an outreach program for school programs, community education and community groups

- Build relationships with schools and groups and recruit schools and groups to our program as capacity allows

B. General Public Programs:

- Develop, plan, and conduct environmental education, informational, and interpretative programs for the general public. i.e. summer day camp, members-only events, hikes, special interest hikes
- Organize special events like Fall Festival, Maple Syruping Kickoff, Monarch Tagging

Responsibilities for Marketing:

- Advise and carry out marketing strategies for all programs as directed by the Executive Director
- Gather stories/experiences of members and program participants for marketing, fundraising, and newsletter
- Social Media Marketing: Facebook & Instagram / Website / Internet Listings
 - Plan, create, and implement content related to programs; plan approved by the Executive Director
 - Collaborate with staff members to provide updates, calendar of events, and relevant news story items
 - Website: maintain fresh content including but not limited to - coming events, calendar, online registration, and program promotion

Required Qualifications:

- Degree in education, parks and Recreation, community education, natural resources, or related field
- Knowledge of Minnesota public school standards and environmental education practices and principals
- Minimum three months in education/classroom, interpretive experience at a nature center, nature camp, or similar venue
- Demonstrated ability to work well with children, adults, and diverse populations
- Excellent communication skills including ability to write, listen and speak publicly in a clear, professional and engaging manner
- Demonstrated competence in verbal communication, particularly the ability to present information, ideas, directions, etc. in a clear and concise manner
- Ability to work effectively with co-workers and supervisors to achieve the goals of the program
- Demonstrated enthusiasm for the outdoors and outdoor education, even when conditions are challenging
- Flexibility and ability to deal with unexpected and quickly changing nature of outdoor activities and children
- Ability to effectively engage in behavior management in order to maintain students' interest and participation in outdoor classes and activities
- Ability to work flexible hours (some evenings, weekends, and holidays)
- Valid Minnesota driver's license; able to lift up to 50 lbs; current First Aid/CPR certification or the ability to obtain certification upon hire

Preferred Qualifications:

- Experience as an educator, program staff, naturalist or related position at a residential outdoor education center, nature center, or similar facility
- Ability to convey information about environmental topics without bias and with the goal of encouraging lifelong learning
- Experience in preparing lesson plans, outlines, or guides in preparation to teach or facilitate activities
- Ability to manage work time effectively and with little supervision to ensure preparedness and project completion
- Experience leading or facilitating groups in team-building activities, kayaking, skiing, and/or archery
- Demonstrated initiative to go above and beyond minimum assigned duties

Work Environment: Work is performed inside and outside buildings. The work requires some physical exertion such as long periods of walking, standing, crouching, or riding over rough, uneven, swampy, or rocky terrain. There may be intermittent exposure to varied weather conditions on the worksite that occasionally necessitates the use of cold weather gear, rain gear, gloves, etc. This position may involve driving a vehicle and lifting up to 50 pounds.