

Hawai'i Nature Center
Maui Program Manager
Position Description

Position Summary: Hawai'i Nature Center (HNC) is currently in a transition phase and seeks a *Maui Program Manager* to help facilitate and re-establish the Maui Environmental Education program and create community partnerships/connections to continue the 30-year tradition of impactful and meaningful environmental education and connecting children to nature.

The main responsibility of the *Maui Program Manager* is to ensure HNC offers professional, high quality, innovative and impactful School Programs and Nature Adventure Camps options that provide meaningful outdoor experiences to families, regardless of their socio-economic situation. To ensure this happens, the *Maui Program Manager* manages all aspects of the Maui operation including community relations, partnership collaboration, staff management, and educational curricula. This position reports directly to the Executive Director, will collaborate with the Education Program Manager located on O'ahu and will provide supervision to full and part-time Environmental Educators.

The final selected candidate will be a "big-picture" thinker that has the philosophical mindset to vision, and skills to develop, a program that has increased impact on the Maui community through hands-on environmental education. This position is location on Maui.

Reports to: Executive Director
Supervisory: Yes

Essential Duties and Responsibilities:

Program Development

- Collaborate with HNC's Maui Sub-Committee, Executive Director and Maui community to identify opportunities for School Programs and Nature Adventure Camp expansion including vetting and support in securing locations.
- Community liaison for expansion, interaction with schools, funders and broader community.

Education

- Responsible for the education team on Maui, including up to four full and or part-time environmental educators.
- Train and mentor all educators and volunteers in HNC's teaching philosophy, safety protocol, and group management style and techniques.
- Serve as a model teacher in the field for all HNC programs.
- Ensures the integrity of the Center's high-quality programs; work closely with the Education Program Manager to research, develop, update and evaluate curriculum to ensure programs align with school standards while maintaining HNC's teaching style.

Administration

- Collaborate with HNC's Fund Development Coordinator to identify, solicit and close individual gifts and collaborate on grants for program support

- Keeps all staff informed on administrative and education program needs.
- Manages all community, NAC and school bookings.
- Projects and maintains a positive and professional image and approach both internally and with community partners and stakeholders.
- Point of contact for schools, teachers, parents and broader community.
- Creates weekly and monthly schedules for education staff.
- Other duties as assigned by the Executive Director.

Supervisory Responsibilities: This job manages up to four employees, including full and part-time educators. The Maui Program Manager is responsible for the overall direction, coordination, and evaluation of the programs and staff and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, supporting the hiring and training of employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

Education and/or Experience –

Bachelor's degree (B.A/B.S.) from a four-year college or university; and five years related experience in environmental education; community planning, environmental science or equivalent combination of education and experience. Strong understanding of Maui, knowledge of Hawaiian culture and the natural history of Hawai'i. Supervisor experience preferred. *Other Skills and*

Abilities –

- Strong affinity for environmental education and connecting kids to nature
- Acute understanding of the Maui community.
- Strong leadership skills.
- Strong communication skills, both verbal and written.
- Detail oriented and organized, with the strong ability to successfully multi-task as necessary or requested.
- Must have the ability to communicate and interact with individuals and groups of all ages in a timely manner.
- Responsible, self-motivated and can work with minimal supervision.
- High-comfort level working with computers and other technologies.
- Ability to have access to a vehicle and have a local valid driver's license on your person at all times.
- Strong project management and problem-solving skills and demonstrated ability to work in a team-oriented environment.
- Ability to travel inter-island, for day and overnight trips.
- Ability to obtain First Aid and CPR certifications will be necessary.

Other Qualifications:

Physical Demands –

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to touch, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 35 pounds.

Work Environment –

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Hawai'i Nature Center seeks to foster awareness, appreciation, understanding, and stewardship of Hawai'i's environment by educating children with an interactive and immersive approach. This work is conducted by connecting children and adults to nature via School Programs, Nature Adventure Camps and Community Programs. More information can be found at www.hawaiinaturecenter.org

To apply: send resume/CV, cover letter and three professional references to todd@hawaiinaturecenter.org (no phone calls)

Hawai'i Nature Center is a 501(c) (3) non-profit organization and operates as an equal opportunity employer. HNC offers vacation, sick and a 401(k)-retirement plan.

Salary Range: Commensurate with experience