



HOME OF  
THE INSTITUTE 

# Job Posting

**Buttonwood Nature Center, home of The Institute**

We are hiring:

## Director of Education

*Immediate Supervisor:* Executive Director

Now interviewing; position begins September 1, 2024

### Overview

Buttonwood Nature Center, home of The Institute is a nonprofit organization serving the region with outdoor programming in environmental and cultural education, and a wide variety of community events. Activities are conducted at various parks and natural areas around the greater Waynesboro area.

***The mission of Buttonwood Nature Center is to guide the people of the Cumberland Valley region to become stewards of their natural and cultural worlds.***

To achieve its mission, Buttonwood Nature Center/The Institute:

- provides curriculum-based environmental and cultural education to elementary and secondary school children,
- supports and conducts research about natural and cultural history,
- provides opportunities for adults to learn about the nature and culture of the region and the world,
- presents programs that inform and entertain the community.

### JOB SUMMARY

The director of education is responsible for overseeing established programs of the nature center at the K–12 grade levels, plus Naturalist Series programs for people of all ages through community offerings. In addition, the director of education will develop new naturalist experiences into the future, as well as develop new curricular programming for students; they will also deliver programming on occasion. The director of education also provides support for community events and fundraisers.

The director of education must work in cooperation with co-teachers, administrators, volunteers, interns, and all other personnel of Buttonwood Nature Center/The Institute.

***Availability:*** Position is full time exempt, year-round and includes evening and weekend engagements throughout the year.

### Duties and Responsibilities

#### I. Administrative

- Direct and administer environmental and cultural educational programs and research projects.
- Oversee and continue Buttonwood Nature Center/The Institute's student teacher/intern program, in cooperation with the watershed science coordinator.
- Help prepare program budgets as needed.
- Attend board meetings of Buttonwood Nature Center/The Institute and present reports with regard to educational programs.
- Serve as staff facilitator for the Community Learning Committee.

#### II. Planning

- Work with the admin staff to monitor faculty positions—turnover, job description changes, etc.—to meet the needs of Buttonwood's programs.
- Work with the admin staff to address facility needs with regard to educational program teaching areas and park projects.



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## Buttonwood Nature Center, home of The Institute Director of Education

### Duties and Responsibilities, *continued*

#### III. Curriculum Development

- Oversee development of all curriculum related to the educational programs sponsored by Buttonwood Nature Center/The Institute. The curriculum will include, but is not limited to, programs designed for elementary and secondary school students within Buttonwood's environmental education and cultural life series, and their adaptation to adult audiences.

#### IV. Staff Supervision

- Supervise Buttonwood Nature Center's faculty and volunteers. Includes recruitment, training and evaluation.
- Duties also include supervision and evaluation of student teachers/interns.

#### V. Program Development and Teaching Requirements

- Develop and teach educational programs designed for school children and adults.
- Oversee program development and staffing.
- Create and develop a full slate of summer programs and camps, as well as new year-round programming.

#### VI. Miscellaneous Responsibilities

- Serve as representative of Buttonwood Nature Center/The Institute to community and professional organizations within the education field or other organizations as directed by the executive director.
- Oversee production of written materials including newsletter articles, research reports and educational brochures.

### Professional Requirements for Director of Education:

- Master's degree with Teacher Certification (BA with equivalent experience may be substituted for advanced degree)
- Proven ability to work in a non-profit organization
- 4 years teaching experience
- Proven ability to develop educational curriculum
- Proven ability to teach within nontraditional settings
- Proven ability to train and supervise professional staff
- Excellent communication and organizational skills



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### Physical Requirements

*Teaching outdoors requires a reasonable level of physical fitness. Director of Education must be able to:*

- walk long distances and pull garden carts with props and supplies over a variety of surfaces and rough trails through the course of a full day.
- stand for extended periods of time, sit, kneel, stoop, crawl, twist, reach above head, climb stairs or ramps, and carry up to 25 lbs.
- be outside most of the day, during all weather conditions.

**Compensation:** Based on professional experience and credentials.

**Benefits and Perks:** Paid training, professional development opportunities, membership/affiliation with professional organizations, supportive workplace culture, the opportunity to contribute to community quality of life and stewardship of our natural and cultural worlds.

### Ideal Candidate

The ideal candidate has a love and knowledge of nature and the outdoors and enjoys teaching students of all ages. The candidate has excellent teaching skills, nurturing students in a gentle and positive manner. Additionally, the candidate embraces the mission of Buttonwood Nature Center/The Institute, is a seasoned professional with leadership experience in environmental education, and functions very effectively as a member of a collaborative teaching team. Organization, reliability, flexibility, and a love of being in nature are key to the role.

**To Apply:** Email the following to: [info@ButtonwoodNatureCenter.org](mailto:info@ButtonwoodNatureCenter.org)

- Cover letter
- Resume
- Three references

**Please note:  
No phone calls or  
walk-in inquiries.**

*Buttonwood Nature Center/The Institute is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

