



Friends of Hunt Hill Audubon Sanctuary, Inc.

N2384 Hunt Hill Road

Sarona, WI 54870

www.hunthill.org

715-635-6543

Program Director *(Year-Round, Full-Time, Salaried)*

The Friends of Hunt Hill Audubon Sanctuary (FOHHAS), is a private, not-for-profit organization, open to all, dedicated to fostering understanding, appreciation and protection of the environment. FOHHAS provides hands-on outdoor education to youth, adults and the public. FOHHAS protects 572 acres of WI lands and waters.

Summary:

Reporting to the Executive Director (ED), the Program Director (PD) is responsible for promoting, coordinating, scheduling and overseeing all components of programming and facility rentals. PD also manages 3-10 seasonal environmental educators (EE) and provides excellent customer service to volunteers and visitors. The PD is a cooperative member of a small team and as such takes on many roles, in addition to those explicitly outlined below. Administration and marketing of programs makes up 70% of the responsibility, 10% is management, 10% is creating and leading programs, 10% is physical labor.

Specific Duties Include:

- Schedule, promote, assist and oversee all public programs
 - Schedule
 - Work with the Program committee to solicit, schedule and coordinate public programs for the following year, including scheduling and communicating with outside presenters. Schedule staff to assist with program prep and cleanup, to work nature store, and assist with other camp functions as deemed appropriate in partnership with all other staff. Schedule volunteers to assist with programs.
 - Promote
 - Promote programs through a variety of media (social, radio, newspaper, special publications, flyers, etc.) and monitor attendance for strategic promotional pushes as necessary to boost attendance. PD maintains up to date program information on the Hunt Hill website.
 - Assist
 - Teach and lifeguard as needed; help with general camp operations as needed.
 - Oversee all aspects of all public programs
- Develop, solicit, schedule and oversee contracted programs, rentals and events
 - Develop
 - Evaluate, update and create school programs to ensure they continue to meet the needs of our schools. Build relationships with visitors and volunteers to ensure they have a positive experience at Hunt Hill. Develop and update existing materials for programs, rentals and events.
 - Solicit
 - Connect with past groups to invite them to return. Identify gaps in the schedule and reach out to new groups to utilize Hunt Hill for programming, this can include: primary schools, colleges, upward bound programs, corporate retreats, reunions, etc. Increase facility use through contracted programs. Promote Hunt Hill through social media, press releases, informational talks, etc. Attend events to promote Hunt Hill such as wedding fairs, community events, etc.
 - Schedule
 - Create easy to understand schedules for visiting groups, schedule Hunt Hill staff as necessary to meet demands of the group, develop and schedule meals with cooks, and schedule facility use with maintenance.
 - Teach
 - As needed, lead educational programming to visiting groups.
 - Oversee all aspects of the actual program, rental or event
 - PD is expected to be onsite whenever facilities are in use.

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- Train and supervise Environmental Educators (EE) and cooks
 - Train
 - Review the staff manual, safety procedures and general expectations; assist with lifeguard training; train EE on techniques for teaching and general format of programs and events; on proper use and storage of materials, facility expectations and their role in camp.
 - Supervise
 - Observe and evaluate staff programs to ensure quality programming; evaluate staff on job performance; observe lifeguards to ensure a safe waterfront, check on kitchen staff to ensure safe food conditions.
- Recruit, train, schedule and recognize volunteers
- Responsible for increasing attendance
 - Solicit new volunteers to help with programs and tasks related to programs
 - Research community institutions (schools, churches, clubs) and cultivate and solicit them for program participation
 - Find creative ways to reduce expenses while still maintaining a high standard of program
- Fill in effective day-to-day operation of the camp office in absence of other office staff
 - Answer phones; welcome guests; use discretion for best interest of FOHHAS
- Serve as a cooperating camp staff team member to help fill in, as needed, for various jobs throughout the camp
 - May include cleaning, kitchen work, lifting and moving furniture, gardening, trail work
- Evaluate, maintain, organize and safeguard program supplies
- Complete other jobs as assigned by the Executive Director

Qualifications:

Education and Experience Requirements:

- College degree.
 - Preference given to candidates with a degree in environmental field, education, natural history interpretation, or sciences.
- Must be or become First Responder and Lifeguard certified within 60 days of employment.
- US Citizenship or lawful permanent residency.
- Valid driver's license.
- Experience developing, coordinating, and teaching outdoor environmental education programs.
- Experience working with children.
- Supervisory experience.
- Proficiency in Google and Microsoft Office suite, especially excel.
- Experience working at summer camp is a plus.

Physical Demands:

- Ability to lift up to 50 pounds on a regular basis.
- Ability to continuously stand and walk on slippery or uneven terrain.
- Ability and willingness to work long, flexible hours, including weekends and evenings.

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Qualities:

- Superior work ethic, thorough follow-through, self-starter, and strong attention to detail.
- Excellent time management, planning and organizational skills, sound judgement under pressure.
- Team player with the ability to handle multiple tasks simultaneously; able to shift gears quickly.
- Ability to work both independently and as part of a team.
- Excellent communicator, including phone and email etiquette.
- Capacity to work easily and effectively with a wide range of people, build relationships, be diplomatic and exhibit sensitivity to and understanding of the dynamics of a complex organization.
- Must be willing to participate in maintenance projects and visitor services.

Time Commitment:

This is a year-round, full-time, salaried position. Weekend and evening hours will be required due to contracted and public programming. Summer is the busiest, with PD working over 40 hours per week. Winter is slower, with hours at or near 40 hours per week.

Compensation:

1. Salaried position of \$33,000/year
2. Paid time off provided
3. Partial cell phone reimbursement (Up to \$30/month)
4. On-site housing is encouraged and provided and includes all utilities, except phone and cable. No supplementary reimbursement available for those who choose to live off-site.
 - a. PD is required to stay onsite overnight when groups are staying overnight. Accommodations will be provided.

To Apply:

Send cover letter, resume and 3 references to: Nikki Janisin, Hunt Hill Audubon Sanctuary at the address above. Application materials can be sent as pdf to: director@hunthill.org.

Before any offer is extended, a confidential background, credit and criminal check will be conducted.

Friends of Hunt Hill Audubon Sanctuary provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, protected veteran status, sexual orientation, gender identity or expression, genetics or any other characteristic protected by federal, state or local laws.

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