



## Friends of Hunt Hill Audubon Sanctuary, Inc.

N2384 Hunt Hill Road

Sarona, WI 54870

[www.hunthill.org](http://www.hunthill.org)

715-635-6543

### Program Coordinator (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 598 acres of WI lands and waters.*

#### Summary:

Reporting to the Executive Director, the Program Coordinator (PC) serves as the event/program promoter and coordinator for all public programs, and manages a seasonal support staff. The PC is responsible for assisting in strategic growth in programs. This position is a salaried year-round position, with the busiest months in May - October. Administration and marketing of programs makes up 50% of the responsibility, 30% is management and running programs, 10% is creating programs, 10% is assisting in other camp needs.

#### Specific Duties Include:

- Coordination of all Public Programs (as found in the yearly program guide)
  - Schedule: Work with Program Committee to develop, solicit, schedule, coordinate and publicize public programs; schedule presenters, volunteers, appropriate venues; serve as primary public program contact (by phone, internet and in person); respond promptly to requests and questions; pre- and post-visit correspondence
  - Promote: Use multimedia and community contacts to promote programs; develop and share publications to promote programs; monitor attendance for strategic promotional pushes to boost attendance; keep website and social media up to date with event postings, recaps and interesting content; promote programs on tourism websites, radio broadcasts, social media and other promotional platforms
  - Oversee: Actively participate in programs to ensure quality program delivery and overall experience; setup and cleanup; registration; ensure all program related services are provided on time and at the highest quality, ensure FOHHAS policies are followed and enforced
  - Follow-up: Prompt invoicing, payments and thank you's; stay in tune to trending topics and public feedback to increase program relevance, attendance and satisfaction
- Solicit and Manage Seasonal Summer Staff
  - Solicit: Promote job openings for seasonal summer staff; interview and hire appropriate candidates
  - Manage: Develop summer schedules; coordinate onsite room and board for seasonal staff; create and lead training for staff on how to work with youth as well as day camp procedures and FOHHAS policies; observe and evaluate staff programs to ensure quality programming; plan staff activities to build rapport and positive relationships among staff; handle any staffing issues in partnership with the Executive Director
- Responsible for Program Growth: Profitability and Attendance
  - Prepare program budgets and meet approved budgets in program execution; identify and implement cost saving techniques to decrease program-related expenses; solicit volunteers, donations, and grants/sponsorships to keep program fees low for participants; create evaluations to solicit feedback from participants; interpret reports to create opportunities for growth
- Serve as a Cooperating Camp Team Member to help fill in, as needed, for various jobs throughout the camp
  - Cleaning, kitchen work, laundry services, office work, lead programs, etc.
- Safeguard Program Supplies
  - Organize and inventory program supplies, evaluate quality and prioritize supply needs; keep program materials in clean and useable order; fix materials in poor condition, recommend and make purchases
- Complete other jobs as assigned by the Executive Director

## Qualifications:

- Minimum of Associates Degree or 5+ years of work experience in hospitality, marketing, education, natural history, event planning, business, and/or sciences.
- Proficient professional communication skills, including public speaking and written, phone and email etiquette.
- Experience coordinating, running, and/or promoting successful events.
- Skilled use of social media platforms.
- Competent with design programs (canva, adobe, publisher, etc.) and development of promotional materials.
- Experience with website management through WordPress.
- Supervisory experience.
- Teaching or presentation experience is a plus.
- Experience working at summer camp is a plus.
- Ability to withstand physical demands which involve lifting, carrying, twisting, climbing ladders, stooping, bending, reaching, walking, standing and sitting; and working in a variety of temperature extremes and weather conditions.
- US Citizen or lawful permanent resident with a valid driver's license.
- Preference given to those willing to become lifeguard and first responder certified.

## Qualities:

- Superior work ethic, thorough follow-through, self-starter, and strong attention to detail.
- Excellent time management, planning and organizational skills, sound judgment under pressure.
- Interest in sciences/environment.
- 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.
- 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.
- Creative and enjoy thinking 'outside the box'.

## Compensation:

1. This is a year-round, full-time, salaried position; estimated at an average of 45 hours/week (more hours in the summer, less hours in the winter).
2. Salary will be \$36,000.
3. Hours have a good deal of flexibility, but summers are very busy and some evenings and weekends will be required.
4. Employees qualify for paid vacation time and matching retirement plan upon successfully reaching employment landmarks. Health insurance is not currently available.
5. Beautiful location in a fun and supportive work environment.

## To Apply:

Send cover letter, resume and names and email addresses of 3 references to: Nikki Janisin, Hunt Hill Audubon Sanctuary at the address above. Email applications are welcome at: [director@hunthill.org](mailto:director@hunthill.org).

Application material requested no later than March 10, but we will continue to accept applications until the position is filled. Start date flexible, between March 20 - May 30, 2023 .

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*Before any offer is extended, a confidential background, credit and criminal check may 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.*