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NATURE EDUCATION MANAGER

Full-time position at the Cibolo Center for Conservation in Boerne, Texas

The Cibolo Center for Conservation's mission is the conservation of natural resources through education and stewardship. We are a 34-year-old, rapidly growing conservation organization with a Nature Center, Historic Farm and Nature School. We provide programming for children, youth, adults, and families while protecting and managing two campuses on 160+ acres of natural area. Our dynamic team brings passion, creativity, and knowledge to all that we do on our beautiful campuses along the Cibolo Creek.

SUMMARY

The Nature Education Manager will lead the design and implementation of programs and events on our two campuses, the Cibolo Nature Center and Herff Farm, while also engaging children and adults in regional communities. All programs will have a special emphasis on environmental education, access to nature, and conservation connections. This position will manage the staff and volunteers necessary to coordinate, plan, and implement educational programming for children and adults and events that inspire a love for the land, water, and wildlife of our region. The position will design and execute programs by fostering staff and volunteers who are passionate about nature and nature education.

The position reports to the Director of Programs and works closely with leadership and staff across the organization.

POSITION QUALIFICATIONS

- Bachelor's degree (or higher) in education or related field
- Proven performance of successful work in the field of education
- Ability to foster positive management skills to develop staff and volunteers
- Exhibits a strong desire to work with a diverse audience
- Experience and ability to measure results and impact of programs using qualitative and quantitative tools
- Ability to build strong professional relationships and partnerships
- Creative, flexible, innovative self-starter who likes a challenge
- Encourages feedback and fosters collaboration
- Ability to prioritize and handle multiple projects/tasks and manage groups and activities
- High energy with a positive attitude and enthusiasm for learning
- Supports positive teamwork and community
- Excellent organization skills and attention to detail

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Program Management and Execution

- Create programs at the Cibolo Nature Center and Herff Farm to execute conservation education and inspire strong connections to land, water and wildlife.
- Design, plan, and execute adult and family programs, i.e., night hikes, guided hikes and seasonal hikes, senior field trips with staff and volunteer support
- Design, plan, and execute children's programs, i.e., homeschool programs
- Create outreach education programming at school campuses across the San Antonio region
- Work in the communities that we serve as an outreach liaison and educator
- Collaborate on the planning and execution of seasonal events, i.e., Monarch Fest
- Evaluate and modify programs seasonally in response to participant and community feedback



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Spring Break and Summer Camp

- Serve as the Director of the Cibolo Spring Break and Summer Camp, assuming leadership over every aspect of camp
- Create staffing plan and hire all camp staff
- Execute a robust training and a staff communication and evaluation plan for all camp staff
- Ensure that all regulations, requirements, and licensing of camp is in compliance, including a Camp Emergency Response Plan
- Plan all aspects of camp, including group layouts, daily staffing, etc.
- Plan and track expenses within the camp budget in collaboration with the Cibolo Administration Team
- Design high quality camp content that balances the fun camp culture with environmental education goals for all ages
- Serve as the lead contact with families for issues that arise

Staff and Volunteer Management

- Work with and train part-time staff, volunteers, and interns to assist in program delivery
- Recruit, train, and steward volunteers to support education and the visitor experience at the Cibolo Nature Center
- Collaborate with Cibolo Staff on Cibolo Nature Center workdays through relationship development with volunteers or groups, planning, and execution
- Create a culture of positive enthusiasm for learning among the staff, volunteers, and program participants
- Evaluate and provide timely feedback to part-time staff and volunteers to foster growth

Youth and Internship Development

- Assist with Cibolo's collaborative efforts to foster interns
- Assist Programs Director to intentionally support Teaching Assistants on nature-based career pathways and create peer network among them

Community Engagement

- Develop and maintain relationships in the communities we serve with like-minded organizations and partners, such as Texas Children in Nature, Black Outside, Latino Outdoors, Texas Outdoor Educator Association and H.E. Butt Foundation's Outdoor School, Bat Conservation International, Audubon, Turtle Survival Alliance, and Monarch Joint Venture
- Assist in educational outreach in communities
- Assist the Cibolo team in providing inclusive and equitable access to nature on Cibolo campuses and in communities that the Cibolo serves

Organizational Leadership and Support

- Work with Programs Director to create a program budget, program proposals, and design
- Manage timesheets, program accounting, scheduling systems, weekly plans, program demographic reporting and monthly snapshots with Programs Director and relevant leadership
- Manage and report program participant and revenue projections
- Meet regularly with Programs Director and other Cibolo leadership and staff to coordinate programs and meet goals

Support Across Organization

- Assist the Cibolo's education team as needed to support school programming



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- Act as support to the Children's Education Manager, Garden Education Manager, and Farm Programs Manager as needed for program support in times of need such as field trips, children's education, and farm programs
- Coordinate professional development opportunities with the Nest Nature School staff to grow early childhood education
- Assist communications team with photos, articles, and social media posts as a subject matter expert on your programs
- Support Cibolo in shared initiatives such as Gala, Nest Nature School, Mayor's Monarch Pledge, Bird City Texas, Cibolo Celebration of Service, restoration events, community science efforts, and other programs and events as needed.
- Collaborate with the Land Management Team in executing the Wildlife Management Plan
- Work with the Conservation Team to create a vision and plan for additional unrestored acreage at Herff Farm.
- Collaborate with the Community Science Research Team in executing Wildlife Field Research weeks and other efforts

COMPENSATION

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. The Cibolo is a family-oriented organization with many attractive benefits, including being a valued member of a winning team with an inspiring mission. The Cibolo is prepared to offer a competitive compensation package with base salary and benefits. This a full-time, salaried position with an annual pay range between \$37,000 and \$41,000 depending on experience.

APPLICATION:

Position will remain open until filled. Please submit a letter of introduction and a current resume to: hr@cibolo.org with *Nature Education Manager* in the subject line.