

Job Title: Woodlawn Education & Programs Manager
Reports to: Executive Director
Job Terms: Exempt, Salary, 40 hours per week
Updated: December 2021

The Education & Programs Director is primarily responsible for developing, implementing, and overseeing the Museum's educational and community programs.

Responsibilities:

Develop and implement a year-round education plan that reaches learners across generations, including, but not limited to:

- K – 12 school field trips to Woodlawn
- Evaluate, review and revise programs to maintain alignment with state education standards
- Assist with citizen science and outdoor education opportunities in the trail network
- Adult tour groups and workshops
- Support Downeast Senior College
- Manage teacher professional development workshops
- Represent Woodlawn in select off-campus educational offerings.

Volunteer program

- Work with other staff to determine volunteer needs
- Recruit, train, and schedule volunteers
- Manage volunteer communications and work projects

Budget for museum school programs, outreach events, and volunteer programs

- Research and apply for program and museum grant funding
- Assist with annual and special fundraising campaigns
- Assist with securing sponsorship of events

Community outreach

- Coordinate annual calendar of events
- Facilitate speakers, performers, and workshops
- Manage the Community Garden, in conjunction with a key volunteer
- Develop and oversee seasonal internships
- Develop and implement innovative, engaging opportunities that promote Woodlawn's mission.

Communication strategies

- Support the website and social media
- Assist with writing/editing newsletters (electronic/print)
- Ensure photography of programs for reporting/sharing

Knowledge and demonstrated experience:

- Bachelor's degree required. A degree in education, biology or environmental science preferred.
- Education program development and management
- Volunteer management
- Teaching children in a classroom, camp or professional informal learning setting
- Supervising adults and youth while maintaining a positive environment

Skills and Other Characteristics:

- Excellent written and verbal communication skills
- Strong Microsoft Office (Word, Excel, PowerPoint, Outlook) and database skills
- Excellent organization skills
- Comfortable speaking to large groups and diverse audiences
- Must have a passion for the environment, history, and teaching youth
- Excellent interpersonal skills and able to work well with others in a team setting
- Self-motivated and fun-loving
- Flexible and able to handle unexpected situations
- Hiring contingent on successfully passing a background check

Working Conditions:

- Essential functions may require maintaining physical condition necessary for standing or sitting for extended periods: moderate lifting such as setting up 100 chairs and operating motorized vehicles.
- The position requires the need to lift exhibit items weighing up to 50 pounds.
- This position will involve working both indoors and outdoors in a variety of weather conditions.
- The working hours will vary depending on need and will require weekend and evening work.

Licenses and Certification:

- Possession of a valid driver's license, a satisfactory driving record and current insurance.
- Possession of teaching certificate an advantage
- Current CPR and First Aid certification

Fulfill the responsibilities of all Woodlawn staff:

- Remain current in the field and engage in ongoing professional development.
- Attend regular staff meetings and relevant committee meetings.
- Participate in Woodlawn events including fundraisers and other special events.
- Participate in outreach activities throughout the community and region.
- Assist in maintaining a safe and welcoming museum and campus

How to Apply: Please send a cover letter, resume and references to:

Kathy Young, Executive Director
Woodlawn Museum, Gardens, and Park
PO Box 1478, Ellsworth, ME 04605
Director@woodlawnmuseum.org