



**Welty Environmental Center
Center Director
Job Description
May 2009**

Center Director/Teacher/Naturalist

Welty Environmental Center is seeking qualified applicants for a full-time Center Director. We need a dynamic individual to continue to help connect with our diverse community and to further expand Welty Environmental Center facilities and operations.

Welty is a small, friendly, nonprofit environmental education center located on 66 acres in historic Beckman Mill County Park, a rural setting in southern Wisconsin. Our mission is to unite people with nature by providing environmental experiences to school children, families, and adults in the surrounding 6 county area.

Welty offers the applicant an opportunity to learn about and practice a wide range of skills including teaching, curriculum development, land management issues and environmental education. This position offers a unique opportunity to help the Friends of Welty Environmental Center move into the future as they design and build a new environmental facility in Beckman Mill Park.

Responsibilities Include:

- *Onsite School Programs* - Schedule and conduct environmental education programs for school children; develop curriculum, activities and exhibits.
- *Community Education* - assist with community program development, implementation, and strengthen community awareness; develop interpretive materials for self-guided nature tours
- *Events* – Assist with planning and organization of special events and festivals such as: Maple Sugar Fest, Welty Nature Rendezvous and Fall Harvest Fest.
- *Board* – Work with the Welty Board of Directors to carry out the Welty mission and vision: monthly reports, monthly meetings and other administrative duties.
- Provide programs for groups with special needs, such as underserved populations, elderly and diverse populations.
- Assist with land management tasks, including noxious weed control and heritage garden.
- Supervise center staff and volunteers who help with programs.

Qualifications:

- College degree or equivalent experience; strong background in ecological and earth sciences and teaching
- Experience in the environmental field
- Loves working with people of all ages and being outdoors
- Good program planning and program development skills
- Ability to establish and maintain community connections
- Able to work independently and in collaborative situations
- Strong computer, communication and organizational skills
- Familiarity with Project Learning Tree, Project Wet & Project Wild
- Passion for environmental education and conservation
- Financial, marketing and public relations skills necessary

Benefits:

- Opportunity to help develop a new Nature Center facility and expand a well-established program
- Salary range 30,000-34,000
- Professional development opportunities
- Other benefits to be negotiated

Requirements:

US citizenship or lawful permanent residency, a valid driver's license, ability to perform strenuous outdoor work, at least 3 excellent references.

Deadline to Apply:

Completed applications received by June 26, 2009 will get first consideration.

To Apply:

Send resume, cover letter, academic credentials, and three letters of reference which address qualifications including field sciences and teaching/teacher preparation.

Send Application to:

Welty Environmental Center, P.O. Box 131, Beloit, WI. 53512
Attn. Search Team