Seasonal School Program Director Position Announcement

The mission of Hawk Ridge Bird Observatory, Incorporated (HRBO) is to protect birds of prey and other migratory birds in the western Lake Superior region through research, education, and stewardship. The education strategic intent of HRBO is to sustain education programs about birds and their environment that build awareness and appreciation for bird conservation. HRBO is seeking a seasonal school program director for the 2015 summer/fall season.

Deadline to Apply: Monday, June 1, 2015 (note: position open until filled)

Hours/Benefits: Seasonal Full-time/Salaried Position August 19-November 1; One week training in July or August TBD; No Benefits

Responsibilities:
- Train naturalist staff for teaching school programs
- Supervise naturalist staff, education trainee, and volunteers
- Effectively communicate programming and scheduling information with teachers and other school group leaders
- Safely handle raptors for private program and public demonstrations
- Organize and manage paperwork for all school programs – scheduling, evaluations, invoices, etc
- Provide hands-on educational opportunities at the overlook for all age levels

Desired Qualifications (or Skill Requirements):
- Bachelor’s degree required (Education or Environmental Education preferred)
- Teaching license preferred
- Demonstrated level of knowledge of raptors and passerine birds preferred
- Bird banding permit or experience helpful, but not necessary

Desired Experience
- Management/supervisory experience preferred
- 2 years experience in teaching programs at an age-appropriate level from preschool to adult (school program experience preferred)
- Experience in working and teaching outside in many weather conditions
- Demonstrated experience in safely handling raptors
Essential Personal Characteristics

- Highly organized and attentive to details of scheduling and needs of teachers/school groups
- Communicates respectfuely and effectively with teachers, students, staff, volunteers, group leaders and visitors of all ages
- Able to make decisions on the spot regarding the safety of birds and people (ex. students, staff, volunteers or visitors)
- Flexibility in work hours on weekends and some evenings
- Ability to work independently and creatively

Compensation: Salary is $480/week for approx. 11 weeks; Hourly compensation for training is $12/hour

If you wish to apply for the HRBO Seasonal School Program Director position, please submit your resume (email preferred) to both: Janelle Long (jlong@hawkridge.org) and Gail Johnejack (gjohnejack@hawkridge.org) by 4:00 pm Monday, June 1, 2015. By mail: HRBO, P.O. Box 3006, Duluth, MN 55803. Note: Position is open until filled.

Please include in your resume or cover letter:

1. A resume
2. Transcripts showing courses, certifications, and/or training relevant to the position
3. The names, addresses and telephone numbers of three references
4. An outline of an ornithological lesson
5. A description of the educational goals you want to accomplish through this position

For further information please contact Janelle Long, Executive Director, Hawk Ridge Bird Observatory, at jlong@hawkridge.org or 218.428.6209.