
EDUCATION DIRECTOR JOB DESCRIPTION

Hudson River Sloop Clearwater, Inc., is a non-profit membership organization working through environmental education and activism for a cleaner Hudson and greater awareness of its natural, recreational, historic, and scenic resources. The organization owns and operates the 106' sloop *Clearwater* and offers education sails on the Hudson River, New York Harbor, and Long Island Sound.

Like all members of Clearwater's staff, the education director is expected to project the organization's philosophy of care and concern for the environment when interacting with the public and Clearwater volunteers.

The Education Director, in conjunction with the Executive Director, plans, coordinates and manages Hudson River Sloop Clearwater's educational programs including day to day operations, as well as actively participates in strategic planning, grant development and administration.

The position is based at Clearwater's main office at 724 Wolcott Avenue, Beacon, NY.

Responsibilities include:

- 1) Hiring, training, supervision, and evaluation of all education staff including on-board education coordinators, sail program manager, Tideline program director, and contract educators.
- 2) Coordination and supervision of programs offered by Clearwater's education department; including *Sailing Classroom* program, Hudson River Tideline Programs, in-school programs, graduate courses and teacher in-service workshops, Youth at the Helm Programs, public presentations, shore-side festivals, education tents at Clearwater's Revival, and other special events.
- 3) Identification of trends and needs in education and design of programmatic responses including preparation of program descriptions, program evaluations and narratives for grant applications.
- 4) Development and nurturing of relationships with school districts, schools, and organizations in order to strengthen connections with communities, especially urban centers, of the Hudson River valley.
- 5) Represent Clearwater at various stakeholder groups.
- 6) Development of budgets for education programs and tracking to ensure that programs operate within financial parameters set forth in the board-approved budget.
- 7) Oversight of scheduling of education programs including - with input from the captains - boat programs.
- 8) Interpretation and compliance for relevant regulations, guidelines, and standards in cooperation with administrative staff;

- 9) Participation in grant proposal planning, preparation, and tracking and compliance with reporting requirements;
- 10) Participation in planning and development of the annual budget;

QUALIFICATIONS

- Master's degree, preferably with major or minor in environmental/science education or biological/environmental sciences. NYS Teaching Certificate desirable.
- Three years of teaching experience.

PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Important personal qualities that will aid in meeting the challenges of the position include a high degree of self-motivation and ability to work independently, tempered by cooperative spirit and the ability to take direction from executive director; flexibility; tact; patience; and organizational ability.
- Demonstrated leadership, supervisory, and organizational abilities.
- Thorough knowledge of freshwater and estuarine ecology and natural history, plus related environmental issues.
- Ability to develop and present educational programs and/or workshops;
- Excellent written and oral communications skills;
- Experience with nonprofit management;
- Database management skills;
- Records maintenance skills;
- Proficiency with MS Office applications – Word, Excel, Power Point, Access

Please send cover letter and resume to erin@clearwater.org.