



WisCorps, Inc.
789 Myrick Park Drive
La Crosse, WI 54601

Now Hiring Headquarters Staff!

Position Title:	Environmental Education Program Manager
Location:	La Crosse, WI
Department:	Myrick Park Center
Status:	Full-Time, Permanent
Salary Range:	\$40,000 - \$45,000
Benefits:	Competitive pay, health, dental, 401 (k), six weeks of paid time off annually, seven paid holidays, parental leave
To Apply:	Send cover letter, resume, and three references (name, job title, contact info) to Tammy Schmitz at tammy.schmitz@wiscorps.org by July 24.

About WisCorps

WisCorps is a 501(c)3 organization headquartered in La Crosse, WI. Our two core programs include the Conservation Corps and the Myrick Park Center. We carry out conservation projects throughout the state of Wisconsin and provide environmental education programs for children, adults, and families in the La Crosse community. Our building, the Myrick Park Center, is used as a wedding venue, and as a meeting space for a variety of community organizations.

Our mission is to develop leadership, self-confidence, and a strong work ethic in youth and young adults through the active stewardship of Wisconsin's communities and natural resources.

Our Commitment to Justice, Equity, Diversity, and Inclusion

We expect members of our staff to be leaders in justice, equity, diversity, and inclusion leaders within the organization and in our community. Staff is expected to continually create and support a culture of justice, equity, diversity, and inclusion in all WisCorps programs. Staff should seek to remove barriers to participation and create a safe and welcoming environment for all individuals, especially those who have been traditionally marginalized in the environmental field. This includes, but is not limited to BIPOC, AAPI, LGBTQIA+, Hispanic/Latinx, and individuals with a disability. Staff lead with an anti-racist mindset, and continually evaluate policies and procedures, and identify and refine, or remove those that do not support justice, equity, diversity, and inclusion.

Position Overview

The Environmental Education (EE) Program Manager position is a permanent, full-time position based out of the Myrick Park Center (MPC), the headquarters of WisCorps in La Crosse, WI. This position is 40 hours/week with additional hours as needed. Some evening & weekend hours are required.

The EE Program Manager reports to the Director of the Myrick Park Center. This position is responsible for the leadership, management and oversight of WisCorps' Environmental Education programs and Community Science programs. The EE Program Manager will create innovative and engaging programming to teach and inspire youth and young adults and to empower community members to actively collaborate in scientific research. This position will be a driver for sustainability and growth and a catalyst for creating an equitable, diverse and inclusive culture within the program and the WisCorps organization as a whole.

Duties and Responsibilities

Management

- Work with MPC Director and the Marketing & Recruitment Department to develop an annual marketing plan and to provide content for social media, newsletters, brochures, proposals, and reports
- Work with MPC Director and the Development Department to write grants and raise funds needed to support environmental education and community science programs
- Work with the Administrative Department for invoicing, program payments, and administrative needs
- Work with the Myrick Park Center Department as a team (consisting of Director, EE Program Manager, Community Program Manager, Visitor Services Manager, and possible future roles) to:
 - Develop and carry out the vision of the Myrick Park Center
 - Implement the Urban Ecology Center model of operation
 - Implement strategies for sustainable organizational growth
 - Ensure the mission of WisCorps and the Myrick Park Center is being carried out through all aspects of Myrick Park Center's operation
 - Connect people to nature and to each other
- Develop program budgets, track income/expenses, and meet overall EE Program budget targets
- Organize and maintain accurate records

Supervisory

- Hire, train, supervise, evaluate, and mentor up to 10 EE AmeriCorps members annually (AmeriCorps term-length varies)
- Hire, train, supervise, evaluate, and mentor future Coordinator-level, permanent staff positions that may develop with future Myrick Park Center growth
- Hire, train, and supervise environmental education volunteers
- Create and maintain written training resources, visuals, and standard training procedures
- Promote an environment of collaboration, effective communication, timely feedback, and continual improvement within the program
- Facilitate regular Environmental Education Program meetings and one-on-one meetings with direct reports
- Ensure that policies and procedures are followed and address discipline issues when necessary

Programmatic

- Create innovative and engaging educational programs on a wide variety of natural and physical science topics for day camp, school, afterschool, and contract programs
- Develop age/grade appropriate curriculum aligning with state and national science and environmental education standards
- Plan and implement the Neighborhood Environmental Education Project (NEEP)
- Teach programs with live education animals on and off site (CritterMobile)
- Develop partnerships and structure for the expansion of the Crittermobile program (off-site EE programs with WisCorps' education animals)
- Restructure the Community Science Program
- Cultivate long-lasting, meaningful relationships with schools, educators and community agencies
- Manage program logistics including pre- program planning, registrations, set up, breakdown, customer satisfaction/feedback and communication with teachers and parents
- Ensure that all materials and EE equipment are in kept in stock, sustainable, and relevant
- Develop working relationships with the live education animals; assist in the care, cleaning, and maintenance in collaboration with the animal specialist

Risk Management and Safety

- Maintain a work environment that is both physically and emotionally safe
- Ensure risk management practices for areas of oversight are written, trained, followed, evaluated, & refined
- Enforce visitor and building policies for program participants and all MPC Visitors

Impact Data Collection & Evaluation

- Implement tracking and reporting systems for program outcomes
- Utilize, develop, and improve useful tools for program feedback
- Create feedback loops that inform and improve participant experience, programs, and program delivery
- Evaluate program effectiveness using best practices of the environmental education profession

Other

- Represent WisCorps at conferences, community, and recruitment events
- Attend MPC Dept meetings and all staff meetings
- Promote program participation, volunteerism, rental, and the vision and values of the Myrick Park Center
- Engage visitors at the Myrick Park Center to meet their needs, interests or curiosity about the Center and advance the Center's Mission
- Support building operation during public open hours
- Remain up-to-date in the fields of environmental education and community science and serve as a community resource

Skills and Qualifications

Experience and Education

- Minimum of a BA/BSci in Education, Environmental Studies, Biology, Recreation Management or other related field required
- At least 5 years of formal and/or informal teaching experience required
- Experience in leading or supervising a group/team required
- A solid background in science education experience preferred
- Teaching experience in pre-K to middle school education preferred
- Experience with NGSS and STEAM curriculum design and evaluation preferred
- Experience working with volunteers on an individual and group basis preferred
- Computer skills; Microsoft Office, Google Apps/Drive, and database experience preferred

Skills and Abilities

- Growth-minded/entrepreneurial spirit to drive program expansion
- Strong organizational skills, sharp attention to detail, and commitment to producing quality results
- Can inspire and lead a team toward a common goal
- Can effectively delegate tasks and follow up to ensure timely completion
- A systems thinker who looks for ways to improve processes and ensure replicability
- Strong self-initiative and self-management, plus ability to work in a team setting and independently
- Excellent communication skills, actively seeks to close communication loops, and aptitude for understanding when and how to provide effective communication in a professional manner
- Demonstrated ability to build professional and community relationships
- Comfortable working with, caring for and handling live animals including amphibians, reptiles, small mammals, birds and invertebrates
- Ability to work a flexible schedule of business hours plus weekends and evenings as needed
- Good driving record and a valid driver's license
- Believes in the WisCorps mission and willing to adhere to WisCorps policies and procedures

*WisCorps provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state, and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability, and need to access information in an alternative format, or need it translated into another language, please contact us at **608-782-2494**, by email at staff@wiscorps.org or **Wisconsin Relay 711**.*