



EarthWalk Vermont

growing community rooted in nature

Education Director

Job Description

About EarthWalk Vermont

EarthWalk Vermont, founded in 2005, is a non-profit community and nature-based education organization located on Goddard College Campus in Plainfield, Vermont. EarthWalk's mission is to inspire and empower children, families, and communities to reconnect with and care for one another and the Earth. Prior to pandemic-induced dormancy, EarthWalk offered year-round education programs including: EarthWalk Village School, After-school programs, Summer Camps, Mentor Apprenticeship, and a growing Field Institute for adults. EarthWalk is an affiliate of the Wilderness Awareness School of Duval, Washington, which is a guiding partner in a network of over three hundred nature mentoring schools located in eight countries.

The COVID-19 pandemic, which pushed EarthWalk into our current state of dormancy, also provided EarthWalk an opportunity to pause day-to-day operations, taking time to reflect on restructuring the organization for a long and resilient future. After careful deliberation, EarthWalk is now hiring to facilitate the process of re-emerging, centering values of decolonization, equity, justice, accessibility, and shared leadership in rebuilding a generative organization and multi-generational learning community rooted in nature. We are in the very preliminary stages of this process, and incoming full time staff will put in the bulk of the energy to restart programs.

Job Summary

The Education Director will join a shared-leadership staff team with the Development Director, and our current temporary Operations Manager, to be a guiding voice for EarthWalk's transformative education programs, inspiring and engaging the surrounding communities. They will be responsible for overseeing/managing the following: family communication, safety protocols and mentor support for EarthWalk's year-round nature education programs, including summer camps and the Village School. In addition, the Education Director will plan, develop, implement and expand EarthWalk's education programs and community and school partnerships, with a high degree of creative agency. The Education Director will play an essential role in EarthWalk's re-emergence, actively shaping the organization's structure and creating a program development plan with a multi-year timeframe.

Collaboration

As EarthWalk re-emerges, it is restructuring towards a shared-power organizational model. The Education Director will collaborate with the Development Director, Operations Manager, and forthcoming Field Mentors to co-create in this new collaborative model. Accountability within the organization will be shared among staff leadership teams and the Board of Directors. The Education Director will be expected to guide the restarting and restructuring of Earthwalk's educational programming within this collaborative model.

Location:

Position may begin remotely with full access to the Plainfield EarthWalk office and land as desired, and as pandemic conditions allow.

Job Responsibilities



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Responsibilities may be adjusted or changed based on consent based decision making with the whole team.

Education Leadership

- Maintain high-quality nature mentoring programs with integrity to EarthWalk past and future curriculum/model while incorporating decolonization and liberation practices.
- Mentor and support field staff
- Provide excellent communication with families regarding program-related topics, questions, and concerns
- Continually strengthen and expand EarthWalk's education programs and community and school partnerships
- Collaborate with the staff team to coordinate ongoing professional development opportunities including decolonization, equity, and inclusion, trauma informed practices, accessibility, child development, Nature Connection Network offerings, and more

Program Administration

- Develop and implement Covid-19 guidelines for all programming
- Update Mentor Manual and Staff protocol and policies
- Collaborate and communicate with staff to facilitate program registration
- Attend to incoming phone calls and email correspondence in a timely and effective manner
- Maintain program budgets, ensuring fiscal transparency and collaborative budgeting with Field Staff, Development Director and Board of Directors
- Purchase program supplies and equipment as needed

Outreach

- Collaborate with EarthWalk staff team on managing consistent and clear messaging/marketing to the communities we serve
- Manage all program recruitment efforts, including recruitment of campers, students and mentors, and mentors-in-training
- Provide excellent communications with EarthWalk's constituents including schools, businesses, and the community
- Conduct regular outreach for programs, including sending regular e-newsletters, creating and distributing flyers, updating programs on the website, placing paid advertisements, and posting regularly to social media to advertise programs and build visibility

Program Development

- Stay informed and collaborate in implementing Decolonization, Diversity, Equity and Inclusion practices in all program development efforts
- Lead the staff team in exploring, developing and implementing new (or renewed) education programs (ie: after-school, Coyote Kids (Sterling College Partnership) seasonal teen experiences, teen overnight camps, vacation camps, etc..)
- Create online EarthWalk curriculum to be prepared for continued Covid risk and hybrid digital and in-person learning opportunities to make EarthWalk more accessible

Board Collaboration



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- Coordinate closely with the Board of Directors during the initial onboarding period to develop a work plan
- Attend weekly board meetings for the first month. Afterwards, attend at least one board meeting a month, with the logistics of this collaboration subject to change based on collaborative decision making.

Required Qualifications

- A passion for children, nature, community and nature education
- 5 years of demonstrated experience as a professional in the field of nature education and community building, or other related fields
- An enthusiastic self-starter with the ability to see the big picture and prioritize tasks in service to organizational well-being
- Experience with facilitation, supporting other staff, and shared leadership structures
- Outstanding interpersonal communications skills and partnership building abilities
- Commitment to the principles and practices of Decolonization, Racial Justice and Accessibility, and a willingness to learn and integrate these practices into your work at EarthWalk
- Comfort with discomfort, failure and conflict.
- Excellent oral and written communication skills
- Ability to work independently, prioritize tasks and be self-motivated and organized
- Creativity, initiative, sense of humor, flexibility and team spirit
- Proficiency in Microsoft Office suite and Google Suite
- Comfort using a range of technological applications IE CampBrain, MailChimp, and others
- Familiarity with popular social media platforms including Facebook and Instagram, and ability to create effective content on these platforms
- Experience communicating with diverse groups of people, including donors, partners, foundations, coworkers, community members and collaborators
- Fiscal, personnel, and program management skills
- Experience in public relations and marketing
- Some administrative, supervisory and fundraising experience
- Reliable access to a private vehicle, and valid driver's license/driver's privilege card for occasional regional travel

Preferred Qualifications

- An intention to live in this community and be with EarthWalk Vermont long-term
- Training in decolonization, equity, trauma-informed learning, social justice
- Previous Nature Connection Network affiliation
- Masters Degree *OR* equivalent life experience in related field (Education, Nature-based Learning etc)

Physical Requirements



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- Willingness and ability to spend significant time outdoors in all weather conditions, mentoring/supporting field staff, interacting with children and families
- Willingness and ability to spend significant time in an office setting to collaborate with leadership team and carry out administrative job responsibilities
- Occasional off-site travel as needed for outreach efforts, program delivery and special events
- Willing to be regularly exposed to fire, smoke, water, and outdoor risks including ticks and other hazards

Application Procedure

To apply, please send a resume, cover letter and contact information for three references to:
info@earthwalkvermont.org

Salary/Benefit Information

EarthWalk currently has approximately 6 months of funding for this position. Our vision is that a successful re-emergence will create the revenue and demand for a year-round Education Director position, requiring 32 (FTE) hours/week, with occasional events on evenings and weekends (with advance notice).

The position will start as soon as possible. Salary is a negotiable \$25 per hour and includes two paid vacation weeks and 10 paid holidays. Although we do not offer health benefits, the salary will be supplemented by \$3,000 (paid in monthly increments) to help with insurance costs. The work agreement is re-negotiated based on collaborative decision making.

EarthWalk Vermont provides equal employment opportunities (EEO) to all employees and applicants, and will not discriminate against any potential employee on the basis of age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, military status, political service, affiliation or disability.