



Education Manager Job Description

Overview

The Education Manager's primary role is a leadership position in the organization for all aspects of the CSC's Signature Programs. This position also ensures the successful implementation of the CSC's Sustainability Plan and manages all reporting and data collection for all Programs.

Reports to: Program Director

Classification: Permanent, full-time, year-round position

Compensation: Salaried starting at \$45,000, Health, Dental, and Wellness benefits; annual leave policy; retirement benefits; pay commensurate with experience

Prerequisite Skills

Candidates for this position will have:

- Minimum of a Bachelor's degree in education or related field;
- Experience developing and implementing programs and curricula;
- Teaching experience required;
- Experience teaching elementary school students preferred, but not required;
- Ability to build and lead cohesive, successful teams;
- Exemplary interpersonal and communication skills (verbal and written);
- Flexibility, able to balance multiple competing priorities;
- Experience in research and evaluation methods;
- First Aid Certification, CPR Certification, Concussion certificate, or willing to obtain;
- Basic boating and/or sailing knowledge and experience preferred, but not required.

Responsibilities

Signature Program Planning & Implementation

Responsible for the organization, development, operation and coordination of Floating Classrooms, LeaderShip, and Women in Wind. This includes, but is not limited to, providing vision, designing and implementing curriculum, collecting and analyzing outcome data, recruiting community partners and participants, meeting with community partners, training program staff members, and conducting presentations and trainings in the community.

Program oversight includes the following responsibilities:

1. Budgeting and Financial Planning
2. Planning and Design (curriculum development)
3. Outreach, Recruitment and Partnership Development and Cultivation
4. Supervision and Execution of Programs
5. Assessment, Evaluation, and Reporting of all Program Implementation and Outcomes
6. Lead on-land instructor

Staff Training & Support

1. Coordinate specific staff trainings with other Directors
2. Participate in hiring processes as necessary
3. Train Floating Classroom Volunteers for Winter Programs
4. Work with the Program Director to design and implement new programs

5. Direct Supervision of year-round Americorps VISTA and seasonal intern, if applicable
6. Create, implement and manage surveys and data collection for all Programs, including Youth Camps, Adult Programs, and Signature Programs

Grant and Development Support

Provide digital, narrative, and/or data content, to the Grants Manager to complete grant proposals and donor reports

Sustainability Management

1. Assess, edit and implement the current CSC Sustainability Plan
2. Educate full-time staff, seasonal staff and all CSC participants in implementation of Sustainability Plan
3. Ensure that the CSC core values of W.A.V.E.S (Water, Access, Vitality, Education, Stewardship) is implemented in all Programs. W.A.V.E.S elements include Educational Programming, Marine Debris Challenge, Clean Regattas, Zip 2 Water, Lay Monitoring, and Blue-Green Algae Monitoring

Risk Assessment and Safety Management

1. With the other Directors identify, assess, monitor, and report risks associated with the programs
2. Support development and implementation of the Emergency Action Plan
3. Implement and conduct regular safety training programs and/or work with other directors to develop specific training goals

Administration

Assume additional management team duties as directed including: assisting with fundraising events, contributing to the production of promotional materials, attending and/or presenting at relevant trade shows, volunteer fairs and organizations meetings as needed, assisting with office supervision and management, and intra office communications