



The Friends of Churchville Nature Center

501 Churchville Ln, Churchville Pa 18966
215-357-4005 churchvillenaturecenter@buckscounty.org

Education Program Manager Position Available

A unique place for education, preservation, and conservation, the Churchville Nature Center is a facility of the Bucks County Department of Parks and Recreation and is an area rich with diversity. The contrasting environments of meadow, marsh, woodland, pond and lake are all within an easy walk.

The center was founded in 1964 as the first nature center of Bucks County with the intention that it would become a place for people to learn about the natural world and be inspired to take an active role in its protection. Later in 1976, the facilities were expanded to include a modern visitor center, with an auditorium, exhibit area, gift shop, staff offices and a nature library. In 2014, the center was again expanded to include new classrooms, a large community room with a catering kitchen, offices and upgraded restroom facilities.

The Friends of Churchville Nature Center is a supporting 501 (c)(3) non-profit organization, formed for the purpose of assisting the Churchville Nature Center in fulfilling its mission statement. The Friends raise funds through an active membership program, various fundraising events and activities, and program revenue. The monies raised support the operations through the financing of special projects and the funding of staff positions. The center hosts around 100,000 visitors each year through the various programs offered year-round.

Job Description

Title: Education Program Manager

Reports to: Education Director/ Assistant Director

Directs: Education Staff

Interacts With: Other Department Managers & Educators (Education department, Lenape Village, Volunteer Coordinator)

Is Employed by: The Friends of Churchville Nature Center (501(c)(3)non-profit organization)

Category: Full-time

This position is an assistant to the Education Director. A good candidate for this position should possess a love and stewardship for the environment which can be passed on to the many visitors and students that come to the center. The mission of the Churchville Nature Center is Education, Conservation and Preservation. The person who fills this position will be responsible for making sure we achieve that goal. He/she will be responsible for scheduling, designing, and invoicing any of the educational programs at the center. This a person should also have good organizational skills, computer knowledge including Access, QuickBooks, Publisher, Excel and Word, communications skills which will be needed.

Job duties:

- Schedule, invoice, collect and record payments for school programs, birthday parties, and scout groups.
- Be a liaison between the Nature Center and schools, answer questions and send additional program information including upcoming events. Set up database with current information of teachers and scout leaders.



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- Direct and organize all environmental education group programs.
- Maintain the registration database for current programs.
- Train and schedule education staff who will be teaching education programs, both Lenape Village History and Environmental Education.
- Teach education programs on a variety of natural history topics and facilitate large group programs.
- Design and coordinate new education programs.
- Assist with public programs such as Rock and Mineral Expo. Maple Sugar Festival, Arthropalooza and Butterfly House Events.
- Direct and train Butterfly House interns and docent during Butterfly House Season.
- Other duties as assigned.

Qualifications

- A degree in Environmental science, wildlife, biology or related field would be preferred, but experience in environmental history will also be considered.
- Being detail-oriented and having organizational skills are critical to this position.
- Experience working in a small office environment and a willingness to “pitch-in” when necessary to support projects/programs.
- Supervisory experience or leadership skills a plus.
- Working knowledge of Microsoft Office Suite, including Word, Excel, Access, and PowerPoint.
- Familiarity of Social Media platforms, including Facebook, Instagram and Twitter, and others as required.

Hours – 40 hrs. (\$39,500 to 44,300)

Tuesdays – Friday plus every other weekend. You must be flexible with your work schedule. There may be Monday work.

How to apply: Applications will be accepted beginning ASAP until position is filled

1. Send a copy of resume and cover letter to pamongillo@buckscounty.org
2. Responsible for obtaining the following background checks:

Pennsylvania State Police Clearance	https://epatch.state.pa.us/Home.jsp
Pennsylvania Childline Abuse Clearance	https://www.compass.state.pa.us/cwis/public/home
If you have lived in Pennsylvania for the last 10 years, you will submit the CR Affidavit Form (this form must be notarized)	http://www.crsd.org/cms/lib5/PA01000188/Centricity/Domain/11/CRSD%20Volunteer%20Affidavit.pdf
OR If you have not lived in Pennsylvania for the last 10 years, you must complete a FBI fingerprint clearance.	http://www.pa.cogentid.com/index_pde.htm