

Prairie Loft Center for Outdoor & Agricultural Learning in Hastings, Nebraska

Prairie Loft is a 501c3 nonprofit organization dedicated to bringing people of all ages together through shared outdoor experiences. Our mission is to teach agriculture appreciation, outdoor education, cultural connections, and the wise use of natural resources.

PROGRAM MANAGER *(Full time salaried)*

Position Description

The Program Manager works as part of a small dynamic team to provide experiential outdoor education programs for people of all ages, backgrounds, and abilities. Reporting to the Executive Director, the Program Manager plays a critical role in shaping and implementing the organization's program activities and outreach, including evaluation and design. The Program Manager must be self-motivated and goal-driven, able to work with a high degree of independence, and demonstrate strong relationship-building skills. This position works closely with the Executive Director, Associate Director, Site Manager, and seasonal Program Staff. Duties subject to change based on qualifications and strengths.

RESPONSIBILITIES

- Contribute to a positive, collaborative, inclusive, and passionate Prairie Loft culture
- Model and monitor adherence to policies and procedures
- Coordinate curriculum development and education program planning
- Design and facilitate field trips, summer camps, family programs, events, and other educational and community engagement activities for participants of all ages, backgrounds, and abilities
- Train and mentor seasonal Program Guides, including revision and updating of staff manual, planning and delivering training activities, supervision and assessment, and day-to-day oversight of programs
- Develop teaching materials and oversee the maintenance of supplies and learning areas
- Provide input and ideas on program development and strategic plan for the organization
- Help oversee volunteer management at events and activities
- Maintain records and perform other administrative tasks, especially related to the education program
- Assess needs for and help maintain trails and other natural learning resource areas
- Assist with basic upkeep and cleanliness of program facilities and administrative space
- Attend and participate in monthly committee meetings
- Help represent the organization externally, including speaking at public events and meetings
- Fulfill other responsibilities as needed, determined in cooperation with Executive Director

QUALIFICATIONS

- Deep curiosity and passion to help further Prairie Loft's mission to teach agriculture appreciation, outdoor education, cultural connections, and the wise use of natural resources
- Bachelor's degree preferred, plus related professional experience (including at least three years of science education and/or outdoor/environmental/experiential education programming)
- Experience in project planning, implementation, and evaluation
- Experience in preparing lesson plans, outlines, or guides in preparation to facilitate learning activities
- Experience in management, training, and supervising program staff and/or volunteers
- Ability to effectively engage students to maintain interest and participation
- Ability to convey information about environmental and agricultural topics without bias and with the goal of encouraging lifelong learning

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- Demonstrated ability to work independently and manage work time effectively with little supervision to ensure preparedness and timely project completion
- Demonstrated excellence in verbal and written communication, particularly the ability to present information, ideas, directions, etc. in a clear and concise manner
- Physically able to conduct outdoor work and traverse uneven terrain
- Valid driver's license and reliable transportation

ATTRIBUTES

- Excellent judgment and problem-solving skills including group facilitation and behavior management
- Ability to evaluate and revise one's own instructional practices and programs
- Deftness in dealing with the unexpected and quickly changing nature of outdoor activities
- Flexibility to adjust approaches to best serve the mission and activities of the organization
- Comfort and experience with public speaking to large and small groups
- Multilingual skills a plus
- First aid training and certification a plus

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Work takes place outdoors throughout the year in all kinds of weather conditions
- Required schedule includes evening and weekend work throughout the year
- Requires use of a telephone, speaking in a clear and understandable manner
- Frequently requires the ability to work for several hours at a time at a desk and computer monitor
- Requires frequent verbal communication in the form of public speaking in front of groups

BENEFITS

- Innovative, community-oriented, professional and creative work culture with a casual dress code
- Initial training period included as paid time, plus ongoing training and professional development
- Health insurance, cell phone stipend
- Flexible personal time and sick leave policies
- Two weeks paid vacation plus major holidays. Additional vacation days before and/or after New Year's Day, Thanksgiving, and Christmas and/or other religious holidays
- Mac laptop provided for Prairie Loft business purposes
- Our organization is a member of the Nonprofit Association of the Midlands (www.nonprofitam.org). Staff have access to NAM Professional Development resources and NAM benefits.

Additional Information

Reports to: Executive Director

Classification: Regular, Full-time (1.0 FTE), Exempt

Compensation: \$27,000 - \$30,000 per year to start

How to Apply

Via email, submit a letter of interest and a resume to amy@prairieloft.org.

Incomplete applications will not be considered. No phone calls, please.

Application deadline – Open until filled (posted 1.5.2022)

Before an offer of employment is made, the organization will conduct a pre-employment background investigation, which includes a criminal background check.

Prairie Loft is an Equal Opportunity Employer (EOE)

Organizational info: www.prairieloft.org