



JOB OPPORTUNITY

We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve, is critical to our ability to be culturally responsive.

Effective 01 June 2021, IslandWood will require all staff, volunteers, docents, interns, and graduate students to receive a COVID-19 vaccine and to provide proof of inoculation.

This decision is intended to aid in the safety and health of all persons delivering and/or supporting program delivery, our clients, and students. Waivers are available for medical and religious exemptions.

Job Title:	Community Education Manager
Department:	School and Community Education- Bainbridge Island Campus
Reports To:	Director of Youth and Family Programs
Classification:	Full-time/annual, salary/exempt
Work Schedule:	Monday through Friday; flexible - may include some nights and weekends
Work Location:	Bainbridge Island Campus; some remote work possible
Pay Rate:	\$57,000.00
Benefit Package:	Full benefit package provided; health benefits 100% premium paid by IslandWood (Medical, Dental, Vision, Life, LTD), HSA, Flex, 401k, 3 weeks paid vacation

OVERVIEW: The Manager of Community Education oversees traditional day camp at the Bainbridge Island and Woodinville campuses, the Artists-In-Residence program, community education for adult groups and families, community programs for the public, mentoring graduate students, and events jointly designed by IslandWood and outside clients. This position plays a critical role in connecting IslandWood to communities through programs, events, and volunteer opportunities.

PRIMARY RESPONSIBILITIES:

- Manage Community Education Coordinator, Summer Camp Coordinators, Artists-In-Residence, and part-time graduate assistants.
- *Summer Programs* include Summer Day Camp on the Bainbridge Island campus, as well as the associated Summer Programs Internship and volunteer programs.
- *Event Education* elements are usually one-time programs for organizations visiting IslandWood for conferences, including retreats, weddings, and summits. These also include Youth Education Events - hybrid programs where IslandWood takes on most of the programming responsibilities for a specific group of students.
- *Community Education* elements are informal education lessons that are open to the public and focus on specific topics or events. These include quarterly Afternoon on the Trails, as well as seasonally inspired programs at both IslandWood and the Brightwater Center.
- Foster, manage and recruit for the Artist-In-Residence (AIR) programming. Artists will be featured for Community Education events and might also lead workshops for students in the School Overnight Program and Graduate Program. A rotating slate of artists from various disciplines provide workshops over 2 to 4 days of a single week.
- *Mentoring* elements are observations of graduate students during their teaching practicum lessons, meeting with them before and after lessons, and general advising. This might include being designated a mentor for some graduate students for their residency or filling in for other mentors when needed. In addition to supporting the graduate program, this is intended to provide insight into recruiting for summer camp staff

ISLANDWOOD JOB OPPORTUNITY

Title: Community Education Manager

Page 2 of 2

PRIMARY RESPONSIBILITIES: (continued)

- Manages on-site logistics for all programs
- Oversees budget and responsible for program metrics and evaluation
- Manages all recruitment and staffing needs including coordinators, Instructors Interns, and volunteers.
- Collaborates with Events team, Urban Education, and coordinators to develop strategic goals and program offering that align with the larger goal of the education team
- Along with Program Coordinators, represents Events and Programs at both IslandWood and Brightwater interdepartmentally.

REQUIRED QUALIFICATIONS

- Master's degree or equivalent experience in education, outdoor recreation, or a related field.
- Minimum 4 years of experience in managing staff and/or volunteers and in the administration and marketing of camps or outdoor education.
- Experience with curriculum and program development
- Experience managing a budget, especially successful revenue-generating programs.
- Experience teaching at a variety of age levels, including adults.
- Current Wilderness First Aid and CRP certification – or willingness to obtain one upon employment
- Commitment to support IslandWood's work towards social justice, equity, diversity, and inclusion in the workplace
- Must be able to comply with and maintain a drug-free work environment
- Must pass child safety screening procedure, post-offer.

Application Requirements:

Please submit a cover letter, resume and two current references **OR** an [Application for Employment](#) to:

By email to: employment@islandwood.org and state "Community Education Manager" in the subject line.

By mail to: IslandWood, Search for Community Education Manager, 4450 Blakely Avenue NE, Bainbridge Island, WA 98110

Notes: Application forms are available on our website at www.islandwood.org in English and Spanish.

Position Posted: November 2021

Application Deadline: Open until filled

Start Date: December 2021

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.