



CHRISTODORA
MANICE EDUCATION CENTER
2010 Assistant Director Position Filled
Currently Filled Accepting Applications for File



Organization Description: www.christodora.org

Founded over a century ago, Christodora/The Manice Education Center is a non-sectarian, nonprofit organization devoted to giving New York City's inner-city children a first hand experience and appreciation of nature. The Manice Education Center, near Williamstown, MA, operates experientially focused and high-quality environmental education, wilderness camping, and leadership programs for up to 40 students, ages 12-18, from May through October, in a unique wilderness setting with a student to staff ratio of 6:1.

Program/Position Description:

Located in the heart of the Northern Berkshire Mountains, Florida, MA:
<http://www.christodora.org/english/documents/description.pdf>

ASSISTANT DIRECTOR:

Job Description: Position available April 2011. Current position runs through October at the Manice Education Center (MEC) with the opportunity to transfer to our NYC push-in environmental education program as the Lead Environmental Educator from November to April. Work closely with the Director to train, develop and supervise all teaching and support staff at MEC. Fulfill the role of "Acting Director" during Director's absence. Coordinate timing and schedule of all on-site programs on a daily basis. Facilitate and encourage curriculum/program development with the program staff. Coordinate environmental/leadership/wilderness curriculum and program needs at MEC. Work to ensure the delivery of consistently safe, high quality programs that meet Christodora-Manice Education Center philosophy and goals. Act as primary liaison between teaching/support staff and Director. Acquire/maintain appropriate safety & training certifications including CPR & Wilderness First Aid (Wilderness First Responder and/or Waterfront Lifeguard a plus). Act as a liaison with visiting teachers and MEC staff concerning curriculum development, questions/problems of discipline, programming, policies or procedures. Inspect the grounds and facilities, including tents, on a daily basis to ensure they are neat, clean, safe, and in good functional condition. Communicate problems, needs and recommendations for repair/replacement to the Director. Perform other tasks as needed including teaching lessons, supervising tents, wilderness trip response, and planning center wide special events.

Qualifications: Excellent motivational, organizational & interpersonal skills; prior supervisory experience preferred; prior experience with urban youth preferred; fluency in Spanish a plus; BA/BS in related discipline required; prior outdoor leadership, environmental and experiential programming, wilderness programming, and group management experience; Wilderness First Aid or higher, CPR (Waterfront Lifeguard a plus) certifications, or ability/commitment to obtain; maturity in judgment and decision making; love of people & the outdoors! Minimum age to apply: 25. Background clearances and medical physical required. Initial drug screening may be required.

Salary/Benefits: Up to \$425/wk. D.O.E., room/board (personal apt.), workers insurance, equipment discounts, professional certifying trainings, and an *opportunity to work/live in a beautiful outdoor setting and be a member of an integral team of professionals providing dynamic and unique programming.*

TO APPLY: Send cover letter, resume, and 3 references (feel free to add wilderness, leadership, and education portfolios) to Matthew Scholl, M.E.C. Director @ manice@christodora.org or mail to Manice Education Center, 68 Savoy Road, Florida, MA 01247, Tel.: 413-663-8463 Fax: 413.663.5399.