



## MANICE EDUCATION CENTER

### Assistant Director

**Organization/Program Description:** [www.christodora.org](http://www.christodora.org)

The Manice Education Center (MEC), located in the heart of the Berkshire Mountains in Western Massachusetts. MEC operates experientially focused and high-quality environmental education, wilderness camping, and leadership programs from May through October, in a unique outdoor setting with a staff to student ratio averaging 1:6.

**Job Description:** Successful candidates will operate as Assistant Director at MEC with an opportunity to transfer to our NYC based in-school environmental education program as the Lead Environmental Educator. At MEC:

- Supporting the Director in ensuring the delivery of consistently safe, high quality and experientially based programming that meet program philosophy and goals.
- Enhancing the ecology and leadership based curriculum through field assessments, supporting educators, and lesson development
- Coordinating schedules and enrichments for onsite programs
- Fulfill the role of Acting Director for evening schedules and during other times of the Director's absence, including effective decision making in emergency situations.
- Act as a liaison between the Director and teaching/support staff.
- Facilitate effective communication with visiting teachers and MEC staff concerning curriculum delivery, student management, and program policies or procedures.
- Regularly evaluate dependable and functional condition of facilities and grounds to report needs, and recommendations for repair, replacement, or operational change to the Director.
- Provide general support as necessary through teaching lessons, supervising tents, availability for wilderness trip response, and planning Center wide special events.
- Ability to enthusiastically and professionally represent the organization as a leader with staff, youth, partnerships, and general public.

**Qualifications:**

Excellent motivational, organizational, & interpersonal skills; prior experience in similar programming; BA/BS in related discipline strongly preferred, extensive relevant experience may be considered; prior supervisory experience preferred; Spanish bi-lingual a plus; Wilderness First Aid (Wilderness First Responder preferred), CPR, and Waterfront Lifeguard certifications (or ability/commitment to obtain); maturity in decision making; a sincere passion for youth & the outdoors! Minimum age to apply: 25. Background clearances and medical physical required. Initial drug screening may be required.

**Salary/Benefits:**

Weekly salary is negotiable based on experience; room (personal apt.)/board at MEC; employee housing and perks in NYC, workers insurance, equipment discounts, professional certifying trainings, and an opportunity to work/live in a beautiful outdoor setting while making a positive and lasting impact as leader in urban youth outreach!

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