



## CHRISTODORA – MANICE EDUCATION CENTER

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## Program and Position Description

The Center's small student population, combined with a full time staff of nine to fifteen, provide an excellent opportunity to develop a strong, positive, multicultural community atmosphere and plenty of attention to students' individual needs. Staff, as close companions to the students under their supervision, have many opportunities to significantly influence their students' lives. For many students the experience is their first opportunity to explore and discover the wonders of the natural environment.

### Responsibilities:

Instructional staff at the Manice Education Center work closely together in a supportive atmosphere teaching small, coed groups of New York City public school students in the out-of-doors. They are also responsible for overnight supervision of less than seven students for an average of four nights per week and rotating "free time" supervision during the summer.

Interns, paired with field teachers, teach activity groups of up to twelve students in ecology, wilderness skills and group leadership skills. Together, all teaching staff facilitate debates, science labs, cooperative games and campfires for groups of up to forty students, our maximum capacity.

Summer courses include wilderness canoe/backpack expeditions of three to seven days in length. Each expedition is co-led by intern/field teacher pairs with an upper level high school student serving as a trip assistant. Staff, on average, spend twenty-four days out on a total of six trips per summer.

### Training:

All staff members participate in one to two weeks of training before each of the three program seasons, both as active learners and presenters. These training weeks provide plenty of hands on experiences in the field and a thorough review of the Center's goals, philosophy and policies. Group management, outdoor teaching techniques, Leave No Trace Principles, field based judgment and decision making, canoeing/backpacking techniques, and safety procedures are taught in addition to a review of environmental science and wilderness skills programming. Summer staff have opportunities to certify in Wilderness First Aid, CPR, and Waterfront Lifeguarding.

### Natural Resources:

The Manice Center, located on 83 acres at nearly 2,000 feet of elevation, borders on protected state forest lands. Second growth forest (deciduous and coniferous), fields and wetlands (spring fed pond, streams and marsh) are prominent features on the property. The surrounding state forests contain an 80-foot waterfall, four ponds, a bog, many 2,500 foot peaks and more than 25,000 forested acres, all within a day's walk.

The resource library contains more than 300 volumes, mostly field guides and outdoor activity source books plus loads of staff developed curriculum and teaching aids.

### Support:

Non-instructional program staff include two Wilderness Program Coordinators, an Assistant Director, and the Director--- all of whom live on site. Additionally, two adults from each school chaperone class field trips in the spring and fall.

### Schedule:

Students are in residence five days and four nights per week during the spring and fall and for six to nineteen day courses in the summer. All personnel dine together; with meals provided during residence periods served family style to tables of up to eight staff and students.

#### 2010 Manice Seasons

April 12 - June 11	Spring Season
June 14 - August 28	Summer Season
September 7 - October 29	Fall Season

### Benefits:

An opportunity to work as an integral part of a team of dedicated professionals to create significant positive effects on the lives of economically and experientially disadvantaged youth. Be a part of a one hundred-year tradition of developing a constructive, supportive learning and living community through hard work and dedication of purpose. Live and work in a unique outdoor setting and a dynamic program where your voice will be heard and where you can make a difference. Salary (depends on experience), room & board, worker's insurance and equipment discounts.

### Qualifications:

- excellent motivational, organizational & interpersonal skills
- prior teaching & supervisory experience
- self motivation, patience, enthusiasm, flexibility
- BA/BS in related discipline for Field Teachers
- At least one year's study in related discipline for undergrad interns
- Assistant Director must have BA/BS, supervisory experience, and be at least 25 years of age (Ma. State Law)
- teaching/interpretation, group management experience
- First Aid, CPR and Lifeguarding or ability to obtain before Starting for spring-fall programs or during provided trainings in June for summer staff
- love of people & the outdoors!

### Selection:

Staff members are selected based on experience, academic background/performance, motivation, character and commitment to serving others. Qualified candidates are interviewed following receipt of their completed applications (cover letter, resume, and references). Selections are made throughout the year and there is no specified closing date, though you are advised to apply early, as these positions are often in great demand!

*To Apply Please Send See the Christodora Employment Opportunities on our website and send a cover letter, resume, and three references to: Matthew Scholl, MEC Director at [matt@christodora.org](mailto:matt@christodora.org), fax to 413-663-5399, or mail to MEC, 68 Savoy Rd., Florida, MA 01247.*