



# Assistant Director of Education

## JOB DESCRIPTION

For over 20 years, Great Basin Outdoor School has served as a pillar for outdoor education in the Reno-Tahoe area. We aim to ignite children's passion for learning and the outdoors while fostering cooperation, respect, and responsibility through hands-on discovery in the outdoor classroom. Our team is staffed with passionate people who care about conservation, education, and bettering our communities.

As noted in the title, the Assistant Director of Education will work under the Education Director (ED). As our current ED is going to be leaving the area this summer, we are looking for someone to train under them and eventually step into the ED position. The Assistant Director of Education will be trained on administrative, program, & development duties of the non-profit.

The Education Director is responsible for developing, coordinating, evaluating, and funding educational programs in the field to sustain and build on high quality programs currently offered at Lake Tahoe and nearby.

## QUALIFICATIONS

### Required

- Bachelors degree
- Passion for education & outdoor education
- Background in non-profit management, science, and/or education
- Experience in development, leadership, and outreach
- Administrative management skills
- First aid/ CPR certification upon employment
- Ability to pass background check
- Valid driver's license & transportation

### Preferred

- Bachelors degree in the sciences, education, or a business field
- Experience in marketing & design
- Experience in management

# AREAS OF RESPONSIBILITY

This position will support the Education Director with the following responsibilities:

## PROGRAM DEVELOPMENT

- Work to develop and expand programming offerings for students & families.
- Write grant applications & assist finding funding sources.
- Assist with donor acquisition, records, and appreciation.
- Align curriculum with NGSS/NVACS/CCS standards.
- Assist with the management of the GBOS website.

## PROGRAM ADMINISTRATION

- Assist with enews development.
- Coordinate activity booths at various community events.
- Assist with office management and organization.
- Maintain database of volunteers, donors, friends, partners, and school contacts.

## PROGRAM SUPPORT & COMMUNITY OUTREACH

- Recruit & coordinate volunteers for community events.
- Support in-school programs, field trips, & science camp programming as needed
- Assist with logistics such as organizing and maintaining cabin leader records, schedules, program gear, cabin checks, electives, and bus transportation.
- Establish & support community partnerships.

# COMPENSATION

Part-time, 20 hours per week\*

Starting wage: \$12 per hour\*

\*Hours and wage will increase later this summer when assuming the Education Director position

# APPLICATION INSTRUCTIONS

Please submit your CV, resume, & 3 references to [education@greatbasin-os.org](mailto:education@greatbasin-os.org)

