

## **POSITION DESCRIPTION**

**TITLE: Weekend Workshop Manager/Volunteer Coordinator**

**REPORTS TO:** Director of Operations (DO)

**STATUS:** Full Time

The Weekend Manager is responsible for the design, planning and administration of PEEC's weekend programs and other programs and events offered to the public. The Weekend Manager promotes a positive image for PEEC through interactions with the public and within the organization.

### **PRIMARY DUTIES & ACTIVITIES:**

#### **Program Delivery:**

- Serve as the program coordinator and on-site manager for all weekend and public enrollment programs (includes overnight, on-call responsibilities).
- Work with Executive Director, Grant Coordinator, and Development Director to create, organize and implement grant funded programming.
- Design and implement (with DO and Special Events Coordinator) the annual calendar of events and program offerings including day programs, residential workshops, family programs, scouting events, and PEEC special events
- Recruit, supervise and schedule volunteers. Manage an ongoing project list for volunteer opportunities.
- Teach EE programs and classes on as-needed basis.
- Initiate and secure feedback from weekend and special use groups.
- Work as a team player with other managers and staff at PEEC, including maintaining thorough and timely communications regarding all aspects of PEEC programming.
- Evaluate and upgrade existing program offerings. Provide new program offering ideas that meet the PEEC mission statement. Research, identify, and reach out to new markets and new prospects.

#### **Administrative and Fiduciary:**

- Attend all manager and educational staff meetings
- Complete necessary annual reports, quarterly Board Reports, and Group Host Notes
- Provide articles and information for publication, marketing and development initiatives.
- Obtain supplies for workshops (i.e. vans, linens)
- Handle registrations, payments, and reporting on programs and finances.
- Manage entertainment expenses for Family Nature Getaways.
- Contact, confirm and contract additional and independent resource persons as needed.
- Maintain inventory of equipment, supplies and materials for weekend programs and special events.

**Professional Development:** Pursue training as schedules allow, for all aspects of position including but not limited to: sustainable practices, green building, science, ecology, education, management, supervision and administrative skills.

## **POSITION REQUIREMENTS:**

- BS in Environmental Science, Sustainability, or related field.
- Excellent people skills and ability to work with a variety of personalities.
- Experience with teaching and management.
- Background, experience, and interest in environmentally sustainable practices.
- Experience with natural history interpretation / teaching.
- Knowledge of regional flora, fauna and ecology preferred.
- Ability to work well with a team or independently. Creative, progressive, and optimistic approach to environmental issues and programming.
- Computer skills: Proficiency with Excel, Access and Outlook required
- Attentiveness to detail including record keeping and office systems.
- Willingness to work Thursday through Monday and to live on-site in provided housing.

**SALARY:** \$1650 - \$1800/month depending on experience, plus room and board and eligible for health benefits after 6 months of employment.

PEEC is an equal opportunity employer.

## **APPLICATION PROCESS:**

To apply, please send a resume, a cover letter stating your interest and highlighting your qualifications, and a list of three references with contact information to:

Derek Scott  
Director of Operations  
Pocono Environmental Education Center  
538 Emery Road  
Dingmans Ferry, PA 18328  
(570) 828-2319  
[dscott@peec.org](mailto:dscott@peec.org)

**\*\* Zipped files and attachments with the generic file name “resume” become trapped in our spam filters. Please rename files and send PDF attachments if possible.**