



JOB TITLE:	Director of Programs	CLASSIFICATION:	FULL-TIME REGULAR
DEPARTMENT:	EDUCATION	REPORTS TO:	CEO
PURPOSE:	The Director of Programs will be responsible for the operational success of the Center for Aquatic Sciences ensuring seamless team management and development, program delivery, and quality control and evaluation. The Director of Programs will have experience managing a growing staff (5 full-time staff), implementing a rigorous training program and ensuring quality program delivery.		
MAJOR DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Leads all aspects of the Center’s educational programming. Delegates and coaches employees and volunteers to achieve their full potential. Ensures diverse audiences can access relevant programming. 2. Use excellent project management skills; manage and develop the STEM engagement process from idea generation, through concept, interpretation, development, delivery and evaluation. 3. Lead and inspire public engagement and learning using best practices from the informal science education, interpretation, inquiry, conservation education, and nature play fields, and creating an inclusive and welcoming experience through authentic feedback/participation. 4. Develops curriculum using sound research, best practices, and innovation. Leads evaluation and review of programs using a variety of tools. In a timely manner implements appropriate changes and adjustments based upon the evaluations. 5. Oversee effective project management of all engagement activity across all programs. Ensure programs are delivered on time and budget by developing and managing internal resources and client/partner relationships effectively. 6. Work collaboratively with internal and external partners to amplify the Center’s brand and manage the interfaces and dependencies between engagement and other programs, specifically CAUSE, Volunteer programs, other Education programs, and Community stakeholders who represent important constituencies. 7. Hires, trains, and evaluates assigned staff. Assigns, manages, and leads staff to achieve overall organization goals. Conducts performance reviews, coaching, and appropriately supervises assigned staff. Ensures appropriate training for staff, volunteers, and other appropriate personnel in the ability to teach curriculum and programs, as well as how to work with a varied group of people. 8. Assist in developing, managing, and reviewing budgets for all assigned areas. Meets targets for both income and expenses. 9. Contribute to commercially successful programming and support colleagues in the development of donor and community support through successful networking, partnerships, and fundraising. 10. Work with the Communication and Marketing team to ensure robust marketing and continued growth in program areas. 11. Represent the Center in all aspects of work, leading, managing, and inspiring people. 12. Provides overall organization and program leadership acting as a key member of the staff leadership team. 			
PHYSICAL AND MEDICAL REQUIREMENTS:			
<ul style="list-style-type: none"> * No history of allergy to plants or animals, that may interfere with the candidate's ability to work. * Ability to lift 40 lbs. * Clear criminal background and driver’s license check. 			
Last Updated By:	B KELLY	Date/Time:	May 12, 2024