About Us

Norman Bird Sanctuary in Middletown, Rhode Island welcomes 20,000 visitors each year to our 300-acre campus and 7 miles of hiking trails. In the 70 years since our founding, the property in our care has grown to include thriving wildlife habitats from grasslands, forests, rocky ridges, salt marsh, and dunes to sandy beach. Our facilities include a welcome center, an upgraded historic barn and farmhouse, an artist's studio, several classrooms and a coastal education center. Visitors of all ages and backgrounds explore the main campus and trails and participate in hundreds of educational programs throughout the year.

With a fun and team-oriented staff, a highly-engaged board of directors, and an operating budget of over $1 million, we work to fulfill the mission of our founder, Mabel Norman Cerio, who created Norman Bird Sanctuary through a bequest in 1949. Our mission is to protect and steward the diverse habitats in our care, while providing opportunities for people from all walks of life to learn from and enjoy the largest contiguous open space on Aquidneck Island.

About the Position

Responsible for the visioning, development, and delivery of a broad array of educational programs. Reporting to the Executive Director, the Director will implement strategies and collaborative best practices to advance environmental programs and complete their development and execution. The Director will promote environmental literacy and stewardship for all participants.

Responsibilities

The Director of Education will:

- Oversee the visioning, development, and presentation of all environmental education programs which presently include school outreach and partnerships, education-based collaborations with other nonprofits and businesses, summer and vacation camps, member and visitor programs, and field trips and adult learning.
- Communicate and collaborate with educators, community partners, and other professionals with a goal of expanding and diversifying our programming.
- Design and implement interactive and innovative interdisciplinary curriculums for all ages from youth to adult.
- Develop interpretive signage and exhibits for the campus, trails, and barn museum in collaboration with other departments.
- Research and promote new partnerships to expand exposure and knowledge of Norman Bird Sanctuary's cultural landscape, history, and resources with staff, academia, and community partners.
- Increase participation in NBS' educational programs by diverse communities.
- Recruit, hire, train, and supervise education staff and interns.
- Ensure educational staff, equipment, and programs meet state and federal safety, certification, and licensure requirements.
- Obtain and maintain necessary equipment, materials, records, and informational databases for all educational programs.
- Assist the Executive Director in supporting the Board of Directors and the Education Committee.

- Manage the education budget in coordination with the Executive Director and the Director of Finance and Operations.
- Assist the Director of Advancement, Development Manager, and the Executive Director in grant writing for funding proposals that support educational programming.
- Apply best practices in environmental education, state, federal, and K-12 content standards.
- Incorporate current environmental issues and policy into program design.

Skills and Experience
- BA/BS or MA/MS in Environmental Science, Biological Sciences, Education, Outdoor Recreation, or other related fields.
- At least five years of prior experience in required fields with direct knowledge of program design, teaching experience, and/or camp administration.
- Strong organizational, time management, supervisory, team-building and communication skills.
- Ability to work collaboratively toward a shared vision with department directors and staff.
- Independent and self-directed with supportive approach to all aspects of a non-profit.
- Possess a valid health/vaccination record (required).
- Meet all required federal or state clearance for working with children.