



## JOB DESCRIPTION

# DIRECTOR OF EDUCATION & PUBLIC OUTREACH

### Position Overview:

The Director of Education & Outreach is responsible for developing and managing Nature Calgary's educational programs and outreach efforts. This includes school programs, online courses, field trips, and public engagement activities that promote environmental awareness and stewardship.

### Key Responsibilities:

- **Program Development:** Design and implement engaging educational programs, including workshops, public/private walks, and school programs that align with Nature Calgary's mission.
  - **School Programs:**
    - Work with the CBE and Calgary Catholic School board to become vendors to allow us to deliver programs for school groups
    - Oversee the development and design of curriculum and lesson plans for various age groups, ensuring they are aligned with environmental and conservation goals.
  - **Online Courses:**
    - Lead the creation of accessible online courses for the community to enhance environmental education, starting with birding-related topics.
    - Expand and make the Birding 101 program available online
- **Outreach & Engagement:** Foster community involvement in Nature Calgary's educational offerings through public events. Collaborate with other board members to promote educational programs to the public.
- **Citizen Science Initiatives:** Oversee citizen science programs like Bird Counts and the City Nature Challenge to involve the public in hands-on scientific research.
- **Public Speaking & Workshops:** Organize and lead workshops, talks, and field trips, engaging community members in nature appreciation and learning opportunities.
- **Coordination with Field Trip Coordinator:** Responsible for developing training material in coordination with the Field Trip Coordinator to ensure Field Trip Leaders are adequately trained.
- **Safety & Risk Policy Development:** Develop and implement a safety and risk policy for all education and outreach activities to ensure the well-being of participants and volunteers.

- **Promotion:** Collaborate with the Co-Directors of Marketing & Communications to promote educational programs through social media, newsletters, and community outreach.

**Qualifications:**

- Experience in education, curriculum development, or environmental outreach.
- Strong public speaking skills and comfort with leading groups.
- Knowledge of local ecology, conservation, and wildlife, particularly birds.
- Ability to develop online content and educational materials.