



Nearby Nature Programs Manager

Nearby Nature is seeking a Programs Manager to be part of our creative and energetic team of nature educators and park caretakers. Nearby Nature is a non-profit nature education group that has worked for more than 30 years to foster connections between people and nature in our community. Our staff and volunteers lead field trips, daycamps, an outdoor preschool, youth programs, special events, and park caretaking projects. We also teach classes for the Network Charter School, maintain a Learnscape Garden and Outdoor Classroom, and serve as the City of Eugene's official Host in Alton Baker Park.

Location: Nearby Nature's Learnscape in Alton Baker Park (Eugene, Oregon)

At Nearby Nature, individuals with varied backgrounds, life experiences, and abilities are valued and encouraged to thrive. We are excited to train – as well as learn from – all new staff members. Not all of the qualifications listed here are hard and fast requirements. Your experiences can include both paid and unpaid work, all of which helps build competence, knowledge, and skills. Applying gives you the opportunity to be considered.

Qualifications:

- Experience managing youth nature programs (registration, hiring, training volunteers, evaluation)
- Experience designing and teaching outdoor education curriculum for pre-K-5th grade
- Experience using MS Office, Google Suite, and program registration platforms
- Knowledge of natural history, Pacific Northwest preferred
- Ability to work on your feet for eight hours a day/lift up to 25 pounds/hike on uneven trails
- Willingness to work outdoors in all seasons/all weather
- Commitment to creating an inclusive and safe work and learning environment for all
- Understanding of trauma-informed teaching practices
- Strong interpersonal communication and writing skills
- Capable of proactive problem solving and working independently with minimal supervision
- Ability to be flexible, switch tasks frequently, and work collaboratively
- Bilingual, Spanish and English preferred, but not required
- First Aid-CPR Certification (or commitment to obtain this) and up-to-date COVID vaccinations
- At least two years of experience in a relevant field, BA/BS or MA/MS preferred

Responsibilities:

- Plan topics and schedule seasonal youth programs (Summer Daycamps, No School Day Adventures, Natural Neighbors After School, Wonder Keepers Preschool, Weekend Nature Quests)
- Manage programs registration platform
- Recruit, interview, hire, and manage seasonal staff, interns, and volunteers
- Teach/substitute teach for programs as needed
- Help coordinate school year nature walk field trips and classroom visits
- Help plan and run special events (such as the Haunted Hike)
- Communicate regularly with parents/guardians
- Collect program attendance and volunteer hours data
- Work closely Learnscape caretaking/garden staff to ensure site safety, accessibility, and engagement
- Other duties as assigned

Compensation & Benefits:

- 30-40 hours per week at a wage of \$24.50 hour
- Some hybrid work possible, depending on the season
- Sick time and leave time
- Health and wellness support
- Employer contribution to a SIMPLE IRA
- Program discounts for family members
- A great location in Eugene's Alton Baker Park, off the Willamette Riverbank Bike Path, across the river from the University of Oregon

To Apply:

- Email a cover letter, resume, three references, and a writing sample of your choice as four separate PDF files to info@nearbynature.org. Use **Programs Manager Job Application** in the subject line.
- **Applicants** should ideally be available for **training starting part time as soon as possible after hire** and full time **by the beginning of February**. Preference will go to applicants willing to make a commitment of at least 2-3 years. Interviews will happen on a rolling basis until the position is filled.

Questions? See nearbynature.org or email info@nearbynature.org. No phone calls please.

Nearby Nature is committed to fair and impartial treatment of employees, job applicants, contractors, and agents of Nearby Nature, and to maintaining a discrimination and harassment-free work environment. Nearby Nature's policy is not to discriminate against any employee or applicant for employment because of age (within statutory limits), race, religion, color, gender, national origin or ancestry, sexual orientation, marital status, disability, or any other protected status with respect to hiring, promotion, demotion, transfer, recruitment, termination, salary level, or other forms of compensation, or any other term or condition of employment.

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