



Piedmont Wildlife Center Durham County Program Coordinator

Do you love connecting people with the wonders of nature? Would you like to work in a great community of outdoor enthusiasts and lifelong learners? Are you organized and energetic? Piedmont Wildlife Center (“PWC”) is currently seeking a permanent full-time **Durham County Program Coordinator** who shares our [core values](#) of gratitude, respect, curiosity, and inclusivity, and has a passion for the outdoors.

About Our Organization: Piedmont Wildlife Center is a Durham-based non-profit organization encouraging conservation and inspiring people to build lifelong connections with nature through immersive outdoor education, citizen science, and wildlife stewardship. We pursue this mission through afterschool, homeschool, and year-round camp programming in the great outdoors. The Center also offers conservation-focused field trips, school programs, birthday parties, and outreach programs with our Ambassador Animals.

Land Context: Our camps operate out of Leigh Farm Park in Durham County and Blackwood Farm Park in Orange County. Both parks are remnants of 19th-century plantations and are on land that was once part of the shared territory of Saponi, Tuscarora, Occaneechi, Cheraw, Eno, Shakori, Catawba, and Lumbee nations. The county parks departments have preserved multiple historic structures in our locations. In addition, we operate camps at Umstead State Park in Wake County which was once a segregated park and indigenous territory. It is imperative that we discuss this history with our staff and campers, amplify the stories of the indigenous and enslaved peoples who cared for the land, and continue learning about and examining the parks’ legacy.

Program Summary: Durham County’s programs at the Piedmont Wildlife Center provide a variety of outdoor educational experiences for kids from all walks of life. We believe that a strong connection to nature is a pivotal part of any person’s happiness and well being. Our programs are designed to teach people how to contribute and communicate the need to preserve the natural world around us through experiential learning and developing a deep nature connection.

Position Summary: The Durham Program Coordinator will be responsible for the management of week long, single-day, and aftercare camps throughout the year at Leigh Farm Park. This includes, but is not limited to, working with team members and the Executive Director to determine the goals and direction of the Education Department ensuring they align with the organization’s core values, mission, and vision statements. The ideal candidate will have a strong connection with the outdoors, desire to help all people be able to access and safely enjoy nature, be detail-oriented, have strong leadership and communication skills, be creative, able to adapt quickly as needs arise, have computer skills, be able to work independently and as a team player.

Primary Responsibilities:

- Programming:
 - Abide by rules and directives laid out in PWC Employee and Counselor Handbooks, Brand Guidelines, and core values, as well as county and state Parks and Recreation guidelines and/or permits.
 - Supervise camper safety and enforce activity policies and health protocols
 - Work with Coordinators to schedule program dates, secure supplies, expand programs, develop curriculum, and ensure content is in line with PWC's mission statement and culture
 - Work with the Executive Director to determine staffing needs and pay rates, develop short and long-term goals, and report updates on operations, permits, programming, etc.
 - Work to build a more diverse camper and counselor community that reflects our regional population
 - Serve as point of contact for Education staff and program parents/guardians for all Education programs; attend camp counselor check-out meetings
 - Coordinate maintenance of grounds and areas used for programming
 - Oversee seasonal Education staff outings and recognitions
- Administrative:
 - Make sure all programs are posted accurately on the PWC website, Ultracamp (registration platform), and internal Google Calendar
 - Work with the Communications and Fundraising Coordinator to promote programs through social media marketing as needed
 - Make sure weekly program updates and post-program surveys via email to parents/guardians get sent out
 - Write the reports for the Global Giving donors who fund the education projects; monthly reports for Board of Directors, including any financial, program, and staffing updates
 - Make sure all time sheets are turned in, reviewed and signed off then submit to the administrative team
 - Support and review staff performance and growth
 - Attend weekly staff meetings
 - Assist in organizational tasks, answering phones, and events as needed
 - Promote our fundraising efforts

Qualifications:

- Bachelor's degree or equivalent experience in environmental science, education, naturalist or outdoor skills
- At least one year of experience managing a staff of up to 40 people ages teens to adults and coordinating programs
- At least 3 years of camp experience
- Knowledge of local ecology, tracking, naturalist and/or survival skills
- Knowledge of both Microsoft Office and G-Suite
- First aid and CPR certified
- Ability to hike at least 2 miles comfortably and lift 50 lbs
- Excited and comfortable with playing outside in all weather conditions

Unique Considerations:

- Nature-based mentoring experience
- Experience teaching through storytelling and inquiry-based methods
- Experience working with Squarespace, Canva and Ultracamp

Schedule: Start date as soon as possible, but at least by June 3. Typically a 40 hour work week with some longer days during camp seasons, Monday through Friday, with occasional weekend work.

Salary: Commensurate with experience \$36,000 - \$39,000 salary/year

Benefits: After a 90 day probationary period, discretionary PTO, life and AD & D insurance, and a 403(b) will be available.

To Apply: Please email a cover letter, resume and three references to admin@piedmontwildlifecenter.org. Applications will be accepted through May 17, 2024.

PWC does not discriminate in employment or recruitment of board members, staff, volunteers or provision of services on the basis of sex, creed, race, religion, age, disability, sexual orientation or national origin.

If you have questions or require more information about this position, please contact us at 919-489-0900 or admin@piedmontwildlifecenter.org.