



Fullerton Arboretum

TITLE:	Education Manager
DEPARTMENT:	Arboretum
STATUS:	Full-time, non-exempt
REPORTS TO:	Director
HOURS:	8 a.m. – 5 p.m. Tuesday through Saturday with some exceptions
SALARY:	\$2950 mo. - \$3450 mo.

Position Summary

Working to advance the mission of Fullerton Arboretum, the Education Manager has the primary responsibility for developing, facilitating, evaluating, and extending the Arboretum's Public Education and Outreach Programs and is responsible for the training and oversight of volunteers, interns and instructors who support the program.

Essential Functions

- * Interacts effectively with other professional staff to ensure successful integration of public education activities with those other departments
- * Prepares annual goals, budgets and reports to be included in the Arboretum's annual work plan
- * Manage Education budget
- * Continually develop new educational offerings that support the Mission in collaboration with volunteers, local non-profit organizations, school districts, and CSUF faculty and students
- * Supports Nature Guide training
- * Develop, promote and implement annual Wildflower, Arbor Day, and Earth Day programs
- * Plans educational activities more than a year in advance and develops detailed education program brochures
- * Participates in Managers meetings
- * Directs and oversees the hiring of instructors
- * Supervises volunteers and interns
- * Builds support for programs by engaging and working with the Education Volunteer Groups including Educational Activities Committee (for children's programs) and the Nature Guides
- * Assists with crafting program funding proposals
- * Promotes Fullerton Arboretum and its education programs regionally through participation in education, botanic garden and museum conferences as appropriate
- * Participate in institutional short and long range planning

- * Has primary responsibility for promoting all Arboretum Education programs, creating and/or contributing to in-house publications and outside publications, with a focus on using electronic media
- * Undertakes specific projects and tasks as assigned by the Director
- * Presents and/or coordinates programs and booth activities on behalf of Fullerton Arboretum at local library events and CSUF events

School Programs

- * Promotes Fullerton Arboretum as an important regional resource by serving as a liaison between Fullerton Arboretum and school administration in the local districts
- * Coordinates with local school districts to facilitate and refine the Children's Environmental Education Program (CEEP)
- * Aligns current and new education programs for school children to state standards

Education, Experience and Skills Required

- * Must have excellent written and interpersonal communication skills
- * Able to function as part of a team
- * Must be able to work with diverse personalities and provide a nurturing environment for volunteers
- * Able to multi task
- * Must have a working knowledge of plants and their habitats
- * Be able to work proficiently with Audio Visual equipment, computers, MS Office software, internet and related computer technologies
- * Must have Bachelor's degree. A Teaching Credential and/or a Master's degree in Science Education is preferable
- * Demonstrate previous experience as an educator
- * Should demonstrate a working knowledge of curriculum and/or interpretive project development
- * Must have excellent management, supervisory and leadership qualities
- * Must have strong communication skills in expository writing and public speaking

Application Procedures

- * Send cover letter and resume to Ed. Manager Search, Fullerton Arboretum, California State University Fullerton, P O Box 6850, Fullerton, CA, 92834-6850 or by email to athiele@fullerton.edu
- * A review of applications will begin immediately
- * Position will be open until filled