



Nature Preschool Director

The Environmental Nature Center is searching to hire a dynamic, proven, energetic forward thinking Nature Preschool Director who is not afraid of getting a little dirty and a little wet now and then. The Nature Preschool Director reports to the Executive Director and is responsible for oversight and management of the ENC's Nature Preschool, including the Preschool's staff and programming. The Preschool Director will also be responsible for implementation of the National Association for the Education of Young Children (NAEYC) accreditation standards, as well as the development and implementation of a strategic business plan for future growth of the program.

Key responsibilities include supervising and mentoring the Nature Preschool staff including teachers, student interns and volunteers. He or she will work with the Nature Preschool Teachers to develop and implement nature-based curriculum for our students. The Preschool Director will assist with marketing, open houses and community outreach in order to meet or exceed student enrollment goals on a yearly basis. The Preschool Director will also develop, implement and monitor short and long-range plans and budgets, work with the Executive Director to determine funding needs and priorities, assist with grant writing, and attend fundraising events.

Qualifications

The ideal candidate will have a proactive, upbeat and energetic disposition with a minimum of 5 years experience in a similar role that allows them to succeed with limited supervision. The candidate must have a drive to succeed and be comfortable with new program development. Final Candidate will demonstrate poise and confidence when dealing with children, parents, and donors; must be comfortable around animals and in the outdoors in a variety of weather conditions.

Additional qualifications:

- Minimum of 5 years experience in the field of early childhood education required, with additional experience in environmental education, interpretation or related fields preferred.
- Bachelor's degree in early childhood education with experience in environmental education, interpretation, biology, or related field; master's degree helpful.
- Demonstrated understanding of principles of early childhood development, and preschool operations.
- Successful Grant writing experience.
- Proven ability to supervise and mentor staff and volunteers.
- Outstanding written and verbal communication, presentation and organizational skills.
- Must be a team player with a great work ethic, and who enjoys owning and juggling priorities in pursuit of the ENC's mission.
- Strong working knowledge of MS Office, Filemaker Pro, with the ability to learn new software quickly.
- May be required to be on-call 24-hours, particularly in emergencies or special circumstances. Expected to attend special events, some of which may occur in the evenings or on weekends. Some travel may be required.
- Current CPR and First Aid Certificates are required within two months of employment.

About the ENC

Founded in 1972, the ENC is a fascinating combination of 15 California native plant communities, wildlife habitat, walking trails, and sustainably designed, LEED Platinum certified learning center. For 40 years, the ENC has been shaped and caressed into a 3.5 acre landscape for learning, a sanctuary from life's pressures and a place of preservation and instruction. Serving over 21,000 students and thousands of visitors annually, the ENC is recognized as a leader in science and social science education providing opportunities for increasing our community's knowledge, understanding and appreciation of the natural world.

The ENC recently purchased property to develop a nature play area, and construct our community's first nature based preschool. With a mission of providing quality education through hands-on experience with nature, the ENC inspires all generations to protect the natural world by serving as our community's foremost authority on ecological responsibility, sustainable practices and environmental education. The ENC is a non-profit 501(c)-3 public benefit corporation.

Please apply online at www.encenter.org. You will be able to upload your cover letter and resume.