



We're Hiring!

Educator and Program Coordinator

August 2022
Williamstown, Massachusetts

Position Description

Williamstown Rural Lands (WRL) is a 501(c)(3) nonprofit organization operating in Williamstown, MA, whose mission is to conserve and steward natural and farm landscapes and provide stimulating nature-based and cultural programming for all ages.

The **Educator and Program Coordinator (EPC)** is first and foremost responsible for carrying out existing natural and cultural history programs for children and adults. Three key components of the position are program planning and reporting, program delivery, and program administration and publicity.

Current programs include school field trips, vacation and summer programs, after-school programs, workshops, family events, lectures, and book discussions. A description of these is appended. WRL welcomes innovation and creativity in all its positions. The Educator and Program Coordinator will work closely with WRL staff and the Education Committee to update and innovate new programming.

Responsibilities include

- Educational and public engagement program planning, scheduling and delivery
- Procure or produce and curate material and knowledge resources related to natural and cultural history education
- Develop print and digital publicity materials promoting WRL programs and natural and cultural history
- Develop and distribute social media content related to programs
- Look for opportunities to co-sponsor programs with area non-profit organizations and institutions.

Qualifications include

- Naturalist skills and knowledge of the natural history of the New England region
- Demonstrated experience in program planning
- Ability to work with diverse constituencies of all ages
- Children’s nature education or programming experience
- Experience in K-12 education is desirable
- Demonstrated leadership competency
- Proficiency in social media communication

Through December 31, 2022, the EPC will be hired under a part-time contract for an estimated 20 hours per week, including some weekend days and evenings. As such, the position does not provide staff benefits. Compensation will be commensurate with experience. Work space and a dedicated computer are provided in addition to resources to carry out high-quality programs. The position may convert to a year-round staff position in 2023.

Williamstown Rural Lands is committed to promoting, supporting, and realizing inclusive and equitable work and learning environments. We welcome applications from a diverse range of candidates.

To apply, send a cover letter highlighting your qualifications for the position and a résumé to the WRL Executive Director, Robin Sears (rsears@rurallands.org). Please write in the Subject line: “Education position, [last name].”

Applications will be reviewed on a rolling basis until the position is filled. Do not hesitate to call with inquiries.

Williamstown Rural Lands is an **equal opportunity employer** that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. Williamstown Rural Lands makes hiring decisions based solely on qualifications, merit, and organizational needs at the time.

Williamstown Rural Lands at Sheep Hill
671 Cold Spring Road, Williamstown, MA 01267

Telephone (413) 458-2494
www.rurallands.org

Current Programs

Children's programs

Current children's programming includes the following programs, and the EPC will work with the Executive Director (ED) and Education Committee to explore and develop additional programs.

Summer Nature Discovery

WRL provides wildly popular week-long summer programs designed to engage children meaningfully in nature education, play in nature, and the outdoors. The EPC plans the programs in coordination with the ED and Education Committee and implements the programs with assistance from a WRL intern. We have offered two programs in the past, and we expect to increase this starting in 2023.

School Field Trips

Each Fall (October) and Spring (May-June), WRL hosts classes from six area elementary schools to Sheep Hill for nature discovery and outdoor activities. Each field trip is 2-3 hours in duration. Five sessions are anticipated for Fall 2022 and 12 for Spring 2023. The EPC will liaise with the school administrator on logistical arrangements, supported by WRL ED, and the EPC will plan and deliver the program in collaboration with school teachers.

Woodchuck Wednesdays

Our after-school program Woodchuck Wednesdays provides 1.5 hours of fun in nature for 1-4th graders from Williamstown Elementary and Lanesboro Elementary. Kids enroll (paid registration) in five sessions in either or both the Spring (April) and Fall (October) semesters. WRL secures three Williams College students through CLiA to assist with program delivery. We also enjoy the services of WRL volunteers to assist if needed. The sessions occur rain or shine, and we try to keep the kids outdoors, with the exception of snack time.

Vacation programs

WRL offers multi-day children's programming during the Winter and Spring school vacations for children grades K-4. including researching and contracting with outside presenters. Like the Summer Program, vacation programs are designed to engage children meaningfully in nature education, play in nature, and the outdoors – in the cold! They will include both indoor and outdoor activities. The EPC plans and delivers the programs with assistance from volunteers and the ED.

Adult Programs

Talks on the Hill

Talks on the Hill at WLF involve the presentation of ideas and endeavors relevant to environmental, community, farming, and land-based concerns. The EPC, in coordination with other staff and the board, compiles a list of possible topics and presenters. They arrange the date and agreement and secures an appropriate facilitator. Talks are held two or three times per quarter.

Book Group

Bi-monthly discussion of a book related to the region, natural history, land conservation, or any topic of wide interest. Meetings will be in person at Sheep Hill. Optional group hikes once during the reading of the book. Local authors would be a bonus. The EPC liaises with the group to decide on a book line-up, meeting times, and leader.