



## **Education and Volunteer Manager**

### **Organization Overview:**

Think Wild is a non-profit organization based in Bend, Oregon that works to care for and protect native wildlife through rehabilitation, education, and conservation. Our organization works to address three main priorities:

1. **Wildlife Rescue, Rehabilitation, and Release:** Think Wild operates a hotline to respond to wildlife-related concerns and inquiries and provides veterinary services to injured and orphaned native wildlife for rehabilitation and release back to the wild.
2. **Community Education:** Think Wild offers a variety of wildlife education programming for K-12 youth and adults, including diverse volunteer programs and community volunteer days, classroom lessons and activities, workshops, naturalist-guided walks, public events, afterschool programs, and summer camps. We prioritize equitable access to environmental education.
3. **Conservation:** Think Wild proactively works to reduce human-wildlife conflicts and promote wildlife success through conflict mitigation and community-based wildlife habitat restoration services.

### **Position Overview:**

We are seeking an Education and Volunteer Manager to oversee our diverse range of wildlife and environmental educational programming in Central and parts of Eastern Oregon. From diverse volunteer programs to field trips, summer camps, in-school and afterschool initiatives, this position will work to provide accessible opportunities for students to engage in inquiry-based, hands-on learning experiences focused on native wildlife and ecosystems.

The position will be full-time, exempt (40 hrs/week) and based in Bend, Oregon. The incumbent must be able and willing to work evenings, weekends, and extended hours when needed. Occasional travel throughout Central and parts of Eastern Oregon is required.

### **Compensation:**

The range for this position is set at \$50,000-\$60,000 depending on experience and qualifications. Benefits include a flexible, hybrid work schedule, 100% covered health insurance, 3% employer-contributed retirement match, professional development opportunities, a generous vacation, sick time, and holiday policy, and phone stipend.



## **Position Responsibilities:**

### **70% Education Program Management**

- Coordinate and manage the delivery of onsite, offsite, and in-school wildlife and environmental education programs, tours, and workshops for all ages. Ensure proper set-up and take-down for education and workshop activities.
- Coordinate and manage outreach and community events, such as tabling, wildlife-themed festivals, guided walks, etc.
- Manage daily husbandry and training for Think Wild's collection of ambassador animals, including our juvenile red-tailed hawk, and all aspects of ambassador animal welfare.
- Manage USFWS and ODFW permits, including annual reports, associated with the acquisition and housing of captive animals for education.
- Manage and create program materials and lesson plans in accordance with Next Generation Science Standards. Work to incorporate content and concepts that reflect the needs of communities served.
- Hire, train and manage education staff members and volunteers to assist with education program delivery.
- Conduct outreach and foster collaborations/relationships with education partners, youth organizations and program participants on scheduling, project and curriculum development, materials and program fees.
- Participate in inclusivity, DEI, and environmental education training, workshops, and professional development.
- Maintain all equipment and supplies needed for programming, communicating needs to the Executive Director
- Maintain accurate program records including incident reports, project and program budgets, metrics, surveys, and daily attendance.
- Know, enforce, and follow all safety guidelines associated with Think Wild and all program areas. This includes but is not limited to being responsible for participant safety and whereabouts at all times.
- Evaluate and improve education programs to align with the TW mission, goals and objectives, track and assess program metrics and provide program updates
- Perform other duties relating to the organization's education goals and mission as required



### **30% Volunteer Management**

- Manage recruitment, assignment, and orientation of new volunteers for the organization across all programs.
- Manage volunteer Tockify calendar.
- Manage volunteer communications, appreciation and social events, and monthly newsletter.
- Manage volunteer database, waivers, and tracking of volunteer hours.
- Managing direct communication with each program regarding their volunteer needs and recruiting accordingly. Ensure smooth volunteer onboarding, scheduling, and training practices across programs.
- Develop, build, and maintain positive, long-term relationships with volunteers to ensure they feel meaningfully engaged and fulfilled for better retention with the organization. Identify new avenues for recruitment and retainment.
- Act as the point person for general questions, concerns, etc. for TW volunteers
- Actively work to build a more diverse, equitable and inclusive volunteer community including evaluating current practices, identifying ways to reduce barriers to volunteering and helping to build skills and awareness among staff

### **Qualifications:**

Any acceptable equivalent combination of education and experience that demonstrates the background necessary to perform the functions of the position may substitute for the below.

- Bachelor's or four year degree or higher in education, environmental science, biology, natural resources, or a related field.
- 3-5 years progressive experience in leading public and education programs with a STEM focus, environmental or wildlife conservation programs, with a track record of success in program development and implementation.
- Animal husbandry and training experience
- Supervisory experience highly preferred
- Must hold or be able to possess a valid driver license within 3 months of hire
- Successful completion of a background check required prior to employment
- Professionalism and flexibility when communicating with a wide range of stakeholders
- Strong project management skills and ability to execute multiple ongoing projects
- Excellent time management and punctuality
- Excellent written and verbal communication, organizational and interpersonal skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and the Google Suite



(Gmail, Google Drive, Google Docs)

- Experience in Canva highly preferred

**Working Conditions and Physical Demands:**

Work is done both indoors and outdoors year-round in the heat, cold, and inclement weather. While performing the duties of this job, the incumbent will occasionally be required to stand; walk; sit; use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; talk or hear. The incumbent is frequently required to sit, talk, and hear. The incumbent is occasionally required to lift and/or move up to 50 pounds.

**To Apply:**

Please send a cover letter, resume, and three references in a PDF to [christina@thinkwildco.org](mailto:christina@thinkwildco.org). Applications will be accepted on a rolling basis with priority review to begin on July 9. The position will be open until filled. Only qualified candidates will be contacted for an interview. Please no calls.

Think Wild is an equal opportunity employer and encourages applicants from diverse backgrounds to apply. In keeping with our commitment, Think Wild will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact [christina@thinkwildco.org](mailto:christina@thinkwildco.org).