



## Position Description

### Program Director

**Classification:** Full-time exempt

**Reports to:** Executive Director

**Job Duration:** Year-round; subject to 8-week furlough

### Overview

Denali Education Center (DEC) is a non-advocacy, for-purpose organization and partner of Denali National Park and Preserve. Our mission is to promote understanding and appreciation of Denali through fun, informative and inspiring programs. DEC has a 10-acre campus in Denali and a 3-acre campus in Talkeetna.

The Program Director is part of the strategic leadership team responsible for overseeing Denali Education Center's programs' planning, budgeting, and long-term goals.

Programs include:

**Learning Vacations:** 11-day travel itineraries designed primarily for 55+ adult learners. All learning vacations travel throughout the state, with a significant portion of the programming taking place in Denali and on Denali Education Center's 10-acre Denali campus. Learning Vacations connects participants to our mission to promote understanding and appreciation of Denali. Learning Vacations are important for the financial success of the organization. Our primary partner for these programs is Road Scholar.

**Day Programs:** Designed to connect groups visiting Denali to our mission through educational opportunities that range from 1 – 4 hours. Day programs include a lecture or a lecture and hike combination. Day programs are typically held in the Charles Sheldon Center or program yurt in Denali, the Susitna Hall in Talkeetna, and on Denali's front country trails.

**Youth Programs:** Connect varied youth populations to Denali National Park and immersive outdoor education opportunities. We develop and provide programming for a wide range of ages, experiences, and abilities. Current offerings include summer camps, backpacking trips, virtual and in-classroom programs, and stand-alone virtual-only programs.

### Areas of Responsibility

The Program Director is responsible for maintaining the exceptional quality of all Denali Education Center's programs and ensures that each program provides an authentic experience and promotes a sense of community. Per the strategic plan, they collaborate with the Executive Director and other Directors to develop each program's itinerary, educational curriculum, budget, and staffing needs. As part of the strategic leadership team, this position is expected to grow and change as organizational priorities, capacity, and staff well-being is considered.

The Program Director hires, trains, and supervises a year-round Program Manager and Youth Program Manager. The Program Director hires, trains, and supervises a Lead Field Educator in the summer. In the winter, beyond program planning, they help with all winter office functions.

The Program Director generally works a 40-hour workweek but will be required to work additional hours, especially during training and summer months to fulfill program needs. Additional duties may be assigned based on organization needs.

### Programs

- Maintain and implement DEC's learning vacation in partnership with Road Scholar and other partners
- Develop and update annual budgets for each learning vacation and work with the Executive Director and Program Manager to refine the schedule of program dates

- Develop new residential programs and/or program partners in alignment with DEC’s strategic plan
- Prepare and negotiate budgets and group agreements
- Work in collaboration with the Youth Program Manager to maintain, implement, and develop new youth programs, both residential and in partnership with the National Park Service, Alaska Geographic, and other partners
- Oversee day programs (lectures and hikes) for tour groups on our campuses and in partnership with the NPS through the Murie Science and Learning Center
- Oversee program evaluations in partnership with the Program Manager and Youth Program Manager
- Identify and implement professional development opportunities for year-round and seasonal staff

### Fundraising

- Oversee grant and fundraising opportunities for program needs – work with the leadership team to identify, apply for, and report
- Assist Youth Program Manager in writing grants for youth programs
- Assist with DEC fundraising events as needed, particularly the annual golf tournament and auction

### Supervisory Duties

- Hire, train, and supervise year-round Program Manager and Youth Program Manager
- Hire, train, and supervise seasonal Lead Field Educator
- Perform regular check-in and goal-setting sessions with year-round and seasonal staff
- Act as liaison with the National Park Service (NPS) and oversee the NPS General Agreements, ensuring all contract, reporting, and fee payment obligations are met
- Collaborate with the NPS on the MSLC hike fees fund expenditure for each season. Track expenditures and the outstanding balance with the Operations Director
- Work with the Lead Educator to maintain an inventory of programmatic materials and interpretative aids

### Other Duties

- Assist with office duties such as answering phones, processing mail, responding to email and information requests, winter maintenance of the facilities (including shoveling snow, cleaning off vehicles, etc.), and maintaining a clean and professional office environment
- Uphold the organization’s core values of fun, authentic experience, lifelong learning, community, and Denali
- Understand and support Denali Education Center’s mission
- Update DEC’s website content as it pertains to DEC program development
- Assist with special events and other program functions when the need arises

### **Skills and Requirements**

- Management and professional work experience, ideally in a similar role
- Passion for working with people of all ages
- Background in the natural sciences and education with experience in arctic/subarctic regions
- Experience in program development and administration
- Experience with project management including project scope, goals, deliverables, and evaluation
- Strong written and verbal communication skills
- Excellent people skills, with the ability to partner with a dynamic leadership team
- Proficiency in Microsoft Office; familiarity with database software
- Current CPR and First Aid Certification, training available
- Insurable driving record
- Attention to detail and thoroughness
- Professional attitude, language, and approach to tasks

- Ability to shift between independent work during our winter season and a highly collaborative open-office environment during the summer months
- Ability to have fun and maintain a positive attitude during the fast-paced summer and long winter seasons
- Willingness to live and work seasonally in Denali

#### Preferred Knowledge

- Knowledge of the natural and cultural history of the Denali area, and Denali National Park in particular
- Experience leading programs for visitors in public lands; additional experience coaching leaders of such programs preferred
- Understanding of K-12 education landscape

#### Compensation

- Salary is \$52,000 - \$58,000 commensurate with training and experience
- Benefits include paid holiday, paid vacation, health insurance, life insurance, and retirement plan
- Position includes a furlough each winter. The length of furlough for this position (up to 8 weeks) may change as needs arise. Furlough dates will be mutually agreed upon in the summer/fall and will be approved by the Executive Director

#### Disclaimer

This position description reflects the Denali Education Center's best effort to describe the essential functions and qualifications of the Program Director position. It is neither an exhaustive statement of duties, responsibilities, or qualifications nor a contract.

Denali Education Center is an Equal Opportunity employer. Personnel is chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, per federal and state law. **DEC values diversity and encourages all applicants.**

#### To Apply

Qualified candidates should send a cover letter and resume to the executive director, Jodi Rodwell at [jodi@denali.org](mailto:jodi@denali.org). Questions are welcome and Jodi can be reached via email or (907) 388-6217.

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