

Warren Wilson College
Environmental Leadership Center
Position Description

POSITION: Environmental Leadership Center Education Director

DEPARTMENT: Environmental Leadership Center

REPORTS TO: Executive Director, Environmental Leadership Center

POSITION SUMMARY:

The Education Director works as a member of the Environmental Leadership Center team to “raise awareness of local, national, and global environmental realities and to inspire caring citizens – especially our youth – to reflect, to communicate and to act as responsible caretakers of the earth.” The overall responsibility of the Education Director of the ELC is to supervise, mentor and direct the ELC Work Crew; provide leadership to on-campus sustainability efforts in collaboration with ELC Executive Director; direct the ELC Sustainability Internship Program; direct the EcoTeam Program.

SPECIFIC RESPONSIBILITIES:

Sustainability Leadership

- Supervises, mentors and directs the work of the Campus Greening Crew: Campus Greening Seed Grant program; environmental/sustainability award nominations for the College; annual WWC greenhouse gas inventory; campus sustainability guides; ELC Green Event Calendar; on-campus sustainability and energy use education and programming; cross-crew collaboration
- Directs The Green Walkabout© Program
- Assists with implementation of WWC Climate Action Plan
- Assists ELC Executive Director with additional campus sustainability responsibilities as needed

Internship Program (co-coordinates with ELC Administrative Assistant)

- Organizes, designs, manages, and evaluates the ELC Sustainability Internship Program
- Promotes and advertises Program; recruits, interviews, and selects Interns (by committee)
- Maintains professional communication with Internship Partners to insure clear job descriptions, high standards and expectations, and effective evaluation of each Intern’s experience and performance
- Visits internship sites regularly to maintain effective relationships
- Manages Interns’ fulfillment of written reports and public presentations
- Works to further develop regional sustainability-focused internship opportunities
- Serves as liaison for Internship Program with WWC Faculty
- Serves as liaison to NC ACTS AmeriCorps Program

EcoTeam Program

- Supervises, mentors and directs the work of the EcoTeam Crew
- Directs the delivery of EcoTeam to county-wide elementary schools
- Trains and evaluates EcoTeam student teachers
- Serves as liaison for EcoTeam with WWC Education Department and environmental education program

Other

- Serves on College committees as appropriate
- Serves on external committees or boards, during work time, if discussed and agreed upon with ELC Executive Director
- Presents at appropriate national and regional conferences
- Performs other duties as required

WORKING CONDITIONS:

- Office environment
- Some travel required

QUALIFICATIONS:

- Bachelor's degree minimum (Master's Preferred)
- Experienced educator
- Excellent oral and written communication skills