

ROAD SCHOLAR DIRECTOR

Program and Job Description:

Located on South Bass Island, The Lake Erie Islands Nature & Wildlife Center provides environmental education for youth and adults, including residents and tourists, through Center programs, educational outreach activities, printed and digital content and site improvements. Within the scope of the LEINWC are several programs a year presented under the umbrella of Road Scholar, a provider of learning adventures. The Road Scholar Director works with the Road Scholar Organization to develop programs and budgets which compliment the Nature Center's mission; plans and organizes scheduled program details; and oversees the successful execution of program activities.

Reports to:

LEINWC Board of Directors
LEINWC Director

Qualifications:

1. Experience in the planning and presentation of educational adventures;
2. Ability to interact positively with staff, volunteers and participants of varied ages and abilities;
3. Proficiency in Microsoft Office, social media, office equipment;
4. Capability to coordinate with organizational staff and program leaders and resolve conflicts directly;
5. Positive attitude, organizational skills, resilience, sense of humor and willingness to learn.

Responsibilities

1. Liaise with Road Scholar
 - a. Monitor and keep current all program and participation documentation as required.
 - b. Review and update budgets, fixed cost supplements, roster verifications as needed.
 - c. Access and maintain provided software to monitor program enrollments.
2. Local Pre-Planning
 - a. Reserve and verify accommodations, meal venues, meeting areas on appropriate islands.
 - b. Assign and schedule all group leaders, instructors and lecturers.
 - c. Schedule and verify all tours and transportation.
 - d. Create and disseminate participant and supply lists, itineraries, schedules, program folders and materials.
3. Program and Post-Program
 - a. Coordinate with and monitor group leaders during initial participants' meetings, group activities and evaluations.
 - b. Request and distribute any payments required.
 - c. Conduct all other necessary program-end functions.