



July, 2021

**POSITION TITLE:** Program Manager, In-School Education

**REPORTS TO:** Vice President, Programs

**DURATION:** Permanent full-time

**START DATE:** Immediately

### **About Earth Rangers:**

Earth Rangers is the kids' conservation organization, committed to instilling environmental knowledge, positivity, and the confidence to take action in every child in Canada. We do this through a suite of free programming that children can participate in at school, at home, and in their communities. All of these programs are educational and engaging – but more importantly, they show children that it's not too late to help the planet, and the things we do today will matter tomorrow.

Founded as a small community organization in 2004, we have since grown to have over 50,000 active members and 250,000 alumni in every Province and Territory.

### **In-School Programming**

#### School Assemblies

The Earth Rangers School Assembly is an exciting and captivating school-wide presentation complete with live animals, interactive games, compelling videos, and two enthusiastic presenters who have environmental science backgrounds and the ability to explain complex environmental issues in a way kids can understand. The program is delivered in 700+ schools across Canada annually and reaches over 200,000 students, making it one of our most important ways of connecting with children and encouraging them to become Earth Rangers Members. Post assembly lessons are provided to participating classrooms to encourage continued learning.

#### Clubs

The Clubs Program was developed as a way to deepen and lengthen engagement with schools we see through the assembly program and as a way to expand our reach into additional schools. The program offers free resources for teachers who want to lead a school-wide eco club or engage their classroom as a club. There is a comprehensive club leader guide, a variety of club activities, called Missions, and an easy to use web platform for teachers to track their club's progress. The program launched in September 2019 after a pilot the previous year. In year 1, we registered over 250 Clubs across Canada, but progress was temporarily halted due to COVID-19 school closures. To date, 550 Clubs have registered.



We are seeking a **Program Manager, In-school Education** to not only take over day-to-day management of the Clubs program but to also further evolve the program with the objective of increasing engagement and retention among Clubs. The successful candidate will have the opportunity to shape the direction of the program and develop a long-term strategy. The position works closely with the VP, Programs and other members of the school team.

The position is also responsible for developing content for the School Assembly Program, including the post assembly lessons.

The successful candidate will immediately begin a strategic review of the Clubs Program to-date and develop a plan for any necessary changes and improvements.

**Key Responsibilities include:**

- Manage the Clubs Program:
  - Lead the development of all program materials such as educational and curriculum linked materials, Club Missions, website content, and an e-newsletter
    - A budget for outsourcing some writing and materials development will be provided
  - Act as the point person for Club Leaders via email and phone
    - As the program grows, the Earth Rangers Customer Service Team will also assist with supporting this area
  - Actively work to grow the program, both by signing up new Clubs and increasing the engagement of existing Clubs
  - Monitor and evaluate the program's progress and report regularly on results
  - Explore partnership opportunities with other relevant organizations, manage and grow our Teacher Advisory Committee
  - Manage the program's budget
  - Work with the VP Programs to establish long term goals for the program
  - Recruit and manage any required staff, contractors and consultants for the program
  - Collaborate with the Marketing and Creative team to develop and implement a marketing and communications plan to promote the program to teachers
  - Collaborate with the School Assembly Team to promote Clubs to all visited schools and make appropriate connections with teachers and administrators
  - Collaborate with the Development Team on fundraising and sponsorship opportunities for Clubs
  
- Support the School Assembly Program:
  - Develop and evaluate assembly lessons annually
  - Work with the Creative Director on assembly content



### **Desired Skills and Qualifications**

- Minimum of a Bachelor Degree in Education or a related field
- Minimum of 3 years of professional experience managing education programs that support teachers in the formal education system or direct experience teaching or in an education related role
- Previous working experience as a teacher an asset
- Experience with the formal education system and developing and managing supporting programs
- Experience with and passion for environmental and conservation education
- Good understanding of curriculum requirements for elementary aged school children across Canada
- Experience working with educators, such as facilitating teacher workshops or webinars
- Excellent oral and written communication skills and some experience with academic and professional writing
- Demonstrated ability to effectively collaborate on cross-functional and multi-disciplinary teams, multi-tasking, establishing priorities, and meeting deadlines

*Earth Rangers is dedicated to fostering a diverse work environment. We will consider all qualified applicants for employment. Applicants that meet the qualifications will be contacted for an interview.*

*Earth Rangers is committed to accommodating applicants and employees with disabilities. Should you require accommodation or this job description to be available in an accessible format, please advise.*

**Please send your cover letter and resume to [HR@earthrangers.com](mailto:HR@earthrangers.com)**