Responsibilities:
Reporting jointly to the Nature Center Director & the Director of Office Operations, the Public Program Coordinator is this individual must have excellent interpersonal skills, as this the first person visitors see & speak with, serving as the face and voice of the organization. In addition to staffing the front desk (40%), this position is responsible for coordinating specific education programs including: summer camps (40%), vacation day programs (5%), preschool programs (5%) and walk-in visitors (5%) and public & family programs (5%). Percentages will vary seasonally. This position oversees 2 summer education interns and the Summer Camp Assistant.

Specific duties & responsibilities include:
- **Registrar**: Processing registrations; coordinating program logistics with participants and staff; following up with participants; preparing written communications for program delivery; serving as primary public contact (by phone, internet and in person) for summer camp, vacation day, preschool and public programs as well as walk-in visitors; tracking and recording accounts receivable and billing for programs. Maintaining databases, word processing, processing of participant medical forms, program rosters, medical log & incidents, reporting on attendance history and trends. Will collaborate with the School & Group Program Coordinator on overlapping areas.
- **Program Coordination**: Responding to inquiries regarding programs; working with participants and staff to respond to educational needs; creating and maintaining relationships with participants & families; ensuring that programs are scheduled to maximize staffing efficiency; forecasting attendance trends and needs; daily registration and coordination of all summer camps as well as other family & public programs.
- **Program Assistance**: Teaching to become familiar with and understand the diversity of programs and to meet staffing needs; organizing and preparing materials for program registration; supporting the activities of the Nature Center Director; other duties as directed.
- **Administrative & Financial**: Providing administrative support, such as mail distribution and day-to-day financial operations – logging in all checks and cash received, balancing cash registers; managing volunteers, assisting with gift shop sales, onsite and online, supporting the activities of the Director of Office Operations.
- **Visitor Services**: Meeting & greeting all visitors, ticket sales & admissions, coordinating Family Trailside Backpack program, answer main phone line and route calls or messages.

Qualifications:
- Knowledgeable and experience of database software or ability to become proficient.
- Proficiency in Microsoft Office: Word, Excel, Outlook, PowerPoint and other Windows-based programs.
- Degree preferred in environmental education, natural history, interpretation, natural sciences or related field.
- Experience developing, coordinating, and teaching outdoor environmental education programs.
- Supervisory experience preferred.
- Curriculum development experience preferred.
- Superior work ethic, self-starter, strong attention to detail, excellent organization & planning skills.
- Team player with the ability to handle multiple tasks simultaneously; able to shift gears quickly.
- Tact and sensitivity with the public, program participants, staff, and volunteers.
- Excellent phone and email etiquette; thorough follow-up practice.
**Time Commitment:**
This is a full-time position, primarily Mondays-Fridays during business hours. Occasional weekend hours will be required due to events & public programs.

**Compensation:**
Starting pay is $24,000-$26,000/year; benefits included.

**To Apply:**
Send cover letter, resume and list of 3 references to:
Aldo Leopold Nature Center
ATTN: Human Resources
330 Femrite Dr.
Monona, WI 53716

Email applications are welcome at education@naturenet.com

**Application Deadline:**
Application materials must be received by January 31, 2014. Interviews will be scheduled February 5-7.

**Anticipated position start date will be late February/early March 2014**