

We're Hiring!

Programs Director

July 2024
Williamstown, Massachusetts



Share your passion for the natural world by working with Williamstown Rural Lands (WRL) as our Programs Director! As a small land trust in the beautiful Berkshires of Western MA, WRL is a nonprofit dedicated to preserving natural and farm landscapes while offering dynamic nature-based and cultural programs for all ages.

We're currently seeking a new **Programs Director** to inspire public engagement through exciting natural and cultural history events, interpretive hikes, school field trips, and community activities. With a foundation of robust programs already in place, we invite you to bring your creativity and innovation to elevate our offerings. Join us and help foster a deeper connection to the natural world! This is a full-time (32 hours), hybrid position with benefits.

Responsibilities include

- Educational and public engagement program planning, scheduling and delivery
- Procure, produce and curate material and knowledge resources related to natural history and rural life in the northern Berkshire region
- Recruit, train and supervise seasonal program counselors, a TerraCorps service member, and college interns and volunteers
- Clear communication with registrants, teachers and the general public via telephone and electronic mail
- Ensure compliance with Board of Health regulations for day camps
- Contribute social media content related to programs
- Look for opportunities to co-sponsor programs with area nonprofit organizations

Qualifications include

- At least two seasons of experience in nature-based children's program planning and delivery
- Robust knowledge of the natural history of the New England region and experience with nature interpretation
- Ability to work with diverse constituencies of all ages and a basis for good interpersonal communication
- Excellent organizational skills, managing their own workplan, maintaining careful records in MS Suite of applications, and curating material resources
- Proficiency in social media communication

Terms of employment

This is a full-time (32 hours) exempt position with benefits, starting August 26. The Programs Director is supervised by the Executive Director and liaises closely with the entire staff team and our Education Committee. Compensation will be commensurate with experience, with a range of \$20-\$26/hr. Benefits include retirement account, health insurance, and paid time off. Workspace and a dedicated computer are provided in addition to resources to carry out high-quality programs. We encourage and support professional development for our staff.

Williamstown Rural Lands is committed to promoting, supporting and realizing inclusive and equitable work and learning environments. The core values we hold as a small staff team are inclusivity, respect and joy. We encourage and welcome applications from a diverse range of candidates. Though the job described here will be conducted in English, we welcome interest from bilingual candidates.

To Apply

Send a *cover letter* detailing your interest, experiences and qualifications for the position and a *résumé* to the WRL Executive Director, Robin Sears (rsears@rurallands.org). Please write in the Subject line: "Programs position, [last name]."

Applications will be reviewed starting July 29, 2024, until the position is filled. Target start date is August 26, 2024. Direct inquiries to Alexandra at the number below.

Williamstown Rural Lands is an **equal opportunity employer** that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. Williamstown Rural Lands makes hiring decisions based solely on qualifications, merit, and organizational needs at the time.

WRL acknowledges that we are working on and caring for the ancestral and spiritual lands of the Stockbridge-Munsee Community of the Mohican Tribe. We recognize the legacy of their displacement and pay respect to Indigenous elders past and present by acknowledging this deeply troubled history. To learn more, visit mohican.com.

Williamstown Rural Lands at Sheep Hill, 671 Cold Spring Road, Williamstown, MA 01267
Telephone (413) 458-2494, www.rurallands.org.

WRL Current Programs

Our Programs department offers from two to four public programs per month.

Children's programs

Current children's programming includes the following programs, and the Programs Director works with the Executive Director and WRL Education Committee to explore and develop additional programs.

Summer Nature Discovery

WRL provides wildly popular week-long summer programs designed to engage children meaningfully in nature education, play in nature, and the outdoors. The Programs Director plans the programs in coordination with the WRL Education Committee and implements the programs with assistance from a WRL intern. We have offered between two and three programs in the summer.

School Field Trips

Each Fall and Spring, WRL hosts classes from several area elementary schools to Sheep Hill for formal nature discovery and outdoor activities. Each field trip is 2-3 hours in duration, and we typically have five sessions in each season. The Programs Director will liaise with teachers and school administrators on logistical arrangements and will plan and deliver the program in collaboration with schoolteachers.

Woodchuck Wednesdays

Our after-school program Woodchuck Wednesdays provides 1.5 hours of outdoor fun and nature-related crafts for 1-4th graders from Williamstown Elementary and Lanesboro Elementary. Kids enroll (paid registration) in five sessions in either or both the Spring (April) and Fall (October) semesters. The Programs Director hires two or three counselors to assist with program delivery. The sessions occur rain or shine, and we try to keep the kids outdoors, with the exception of snack time.

Vacation programs

WRL offers multi-day children's programming during the February and April school vacations for children grades K-4. Like the Summer Program, vacation programs are designed to engage children meaningfully in nature education, play in nature, and the outdoors – in the cold! They include both indoor and outdoor activities. The Programs Director plans and delivers the programs with assistance from volunteers and hired counselors.

Adult Programs

Talks on the Hill

Talks on the Hill at WLF involve the presentation of ideas and endeavors relevant to environmental, community, farming, or land-based concerns. The Programs Director, in coordination with other staff and the board, compiles a list of possible topics and presenters. They arrange the schedule and secure an appropriate facilitator. Talks are held two or three times per year.

Community Science and Community Events

WRL provides opportunities for community members to gather to socialize and learn about local natural history, which are led by the Programs Director. We traditionally hold an Ice Cream Social and Firefly Night in summer, a Community Cookout in fall, and an Owl Prowl in winter.

At their own initiative, the Programs Director may initiate and lead community science projects. At the very least, they will continue to facilitate our Hemlocks Monitoring Project.