



COLUMBIA GORGE
DISCOVERY CENTER & MUSEUM

be present... in the past

Crate's Point dba Columbia Gorge Discovery Center & Museum (CGDCM)
5000 Discovery Drive, The Dalles, OR 97058, (541) 296-8600
November 2022

DEPARTMENT: Learning & Engagement
JOB TITLE: Gorge Ecology Outdoors (GEO) Secrets Program Manager
REPORTS TO: Director of Education
CLASSIFICATION: Full-time (remote and on-site)
WAGE CLASSIFICATION: Hourly

POSITION SUMMARY:

In early 2023, the Columbia Gorge Discovery Center & Museum (CGDCM) will assume oversight and management of all Gorge Ecology Outdoors (GEO) programs, and its organizational and financial responsibilities. GEO has been delivering *Secrets, Science in Action, Gorge Explorers*, and other outdoor science programs and activities for 26 years, engaging thousands of students, many of whom were introduced to outdoor science learning for the first time. The role of the GEO Secrets Program Manager is to develop, coordinate, manage, operate and deliver the GEO Secrets Programs offsite and at CGDCM. The GEO Secrets Program Manager will assure effective programming and operations to meet the needs of designated partners. This position has a significant amount of contact with people, requiring public and human relational skills, effective oral and written communication skills, and flexibility. This position requires the use of independent judgment to deal with a variety of unanticipated problems and concerns. This position requires strong organizational skills, systems-oriented processes, and management. As the GEO program is transitioning over to CGDCM, this position may be indirectly supported by a specialist contractor, to share knowledge, skills, and techniques related to GEO programming, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate and deliver GEO programming, effectively working with K-12 students as collaborative partners in learning to reach learning outcomes of GEO programs.
2. When needed, provide support in writing grants and fundraising for programs, assisting with communication and messaging with supporters.
3. Secure supplies and volunteers, coordinate and schedule programs.
4. Develop and facilitate GEO Secrets programs, classes, and activities that meet the mission of CGDCM and GEO programs.
5. When needed, effectively manage existing partnerships with school districts, and expand the program's reach by establishing relationships with new education partners.
6. Ability to work with diverse individuals and/or groups; work with a variety of data; and utilize specific job-related equipment. In working with others, independent problem-solving is required to analyze issues and create action plans.
7. Monitor programming to ensure equity in participation across all children of the Gorge.

- Develop action plans to increase diversity in participation as needed.
8. Develop, organize, coordinate, and evaluate the overall program offerings within the budget.
 9. Manage GEO program coordinator staff to encourage consistency and continual process improvements.
 10. Maintain condition and cleanliness of GEO materials and supplies
 11. Handle confidential/sensitive material with discretion.
 12. Regularly schedule training sessions offered by internal and external providers.
 13. Develop training content and deliver it to GEO program coordinator staff.
 14. Lead guided tours and demonstrations as required to lend understanding to internal and external audiences about GEO programs.
 15. Assess the visitor experience and program participant experience and advise the Director of Education of potential improvements.
 16. Prepare rotational scheduling of GEO program coordinator staff to meet staff expectations, availability, and budgeting requirements.
 17. Provide performance evaluations for GEO program coordinator staff twice a year.
 18. When needed, work with other staff to facilitate public programs and events.
 19. Perform other duties and projects as assigned by the Director of Education.

Proven Knowledge, Skills and Abilities:

Administrative and leadership skills

Strong communication skills in person, on the phone, and in writing

Detail-oriented and skilled in quality control techniques

Ability to actively listen, empathize, and deescalate internal and visitor-facing issues

Ability to work simultaneously on multiple projects

Ability to use GEO and CGDCM equipment

Benefits:

Flexible schedule, PTO, 8 annual holidays, and the ability to work remotely when programs are not in session.

To Apply: Please email a cover letter and resume in Word or PDF format to Lisa Commander education@gorgediscovery.org. Your cover letter should include any information about you relevant to this position not highlighted in your resume. We request two to three professional references (name, email, phone, and your relationship to them). If you have questions please email Lisa. This position is open until it is filled. Contracts and salary rates are negotiated upon hire. A background check for all incoming employees is conducted for the safety of our visitors and staff.

Columbia Gorge Discovery Center & Museum is an equal opportunity employer that does not discriminate based on race, ethnicity, color, age, gender identity, sexual orientation, disability status, protected veteran status, religion, or any protected class or characteristic protected by law. We have a commitment to diversity, equity, and inclusion in our work and seek to create an organization that better reflects the communities we serve.