



**CHRISTODORA  
MANICE EDUCATION CENTER  
2008 Assistant Director Position**



**Organization Description:** [www.christodora.org](http://www.christodora.org)

*Founded over a century ago, Christodora/The Manice Education Center is a non-sectarian, nonprofit organization devoted to giving New York City's inner-city children a first hand experience and appreciation of nature. The Manice Education Center, near Williamstown, MA, operates experientially focused and high-quality environmental education, wilderness camping, and leadership programs for up to 40 students, ages 12-18, from May through October, in a unique wilderness setting with a student to staff ratio of 6:1.*

**Program/Position Description:**

*Located in the heart of the Northern Berkshire Mountains, Florida, MA:*

<http://www.christodora.org/english/documents/description.pdf>

**ASSISTANT DIRECTOR:**

**Job Description:** Position available April 2008. Current position runs until October 31, 2008. Work closely with the Director to train, develop and supervise all teaching and support staff at MEC. Fulfill the role of "Acting Director" during Director's absence. Coordinate timing and schedule of all on-site programs on a daily basis. Facilitate and encourage curriculum/program development with the program staff. Work to ensure the delivery of consistently safe, high quality programs that meet Christodora-Manice philosophy and goals. Act as primary liaison between teaching-support staff and Director. Coordinate environmental/wilderness curriculum and program needs at the Manice Education Center. Acquire/maintain appropriate safety & training certifications including Adult CPR, Wilderness First Aid (Waterfront Lifeguard a plus). Act as a liaison with visiting teachers and MEC staff concerning curriculum development, questions/problems of discipline, programming, policies or procedures. Inspect the grounds and facilities, including tents, on a daily basis to ensure they are neat, clean, safe, and in good functional condition. Communicate problems, needs and recommendations for repair/replacement to the Director. Perform other tasks as needed including teaching lessons, supervising tents, wilderness trip response, and planning center wide special events.

**Qualifications:** Excellent motivational, organizational & interpersonal skills; prior supervisory experience preferred; prior experience with urban youth preferred; fluency in Spanish a plus; BA/BS in related discipline required, preferably environmental sciences or biology; teaching/interpretation, group management experience; First Aid, CPR (Waterfront Lifeguard a plus) certifications, or ability/commitment to obtain; maturity in decision making; love of people & the outdoors! Minimum age to apply: 25. Background clearances required.

**Salary/Benefits:** Up to \$425/wk. D.O.E., room/board, workers insurance, equipment discounts, professional certifying trainings, and an *opportunity to work/live in a beautiful outdoor setting and be a member of an integral team of professionals providing dynamic and unique programming.*

**TO APPLY:** Send cover letter, resume, and 3 references to Matthew Scholl, M.E.C. Program Director @ [manice@christodora.org](mailto:manice@christodora.org) or mail to Manice Education Center, 68 Savoy Road, Florida, MA 01247, Call or fax to 413.663.8463.