



Stony Kill Foundation

79 Farmstead Lane

Wappingers Falls, New York 12590

845.831.3800 | stonykill.org

Program Director – 37.5 Hours/week

Stony Kill Foundation is a 501(c)(3) nonprofit organization, that operates Stony Kill Farm Environmental Education Center, in Wappingers Falls, NY. We are a small, upbeat and close-knit team. Our work focuses on connecting people of all ages with hands-on experiences in the outdoors and small-scale farming, while fostering community through volunteerism, celebration, and preservation of historic Stony Kill Farm. Thousands of people visit the 750-acre property each year, including youth from throughout the Hudson Valley who participate in our acclaimed field trips, summer camp, homeschool, workshops, and other educational programs. Stony Kill Foundation is committed to equal opportunity employment, fostering inclusion and diverse talent, and helping people from all backgrounds, races, ethnicities, gender identities, and abilities experience and enjoy Stony Kill Farm.

We are hiring a Program Director to manage our well-regarded outdoor education programs. This position is well suited to someone who loves the outdoors, enjoys meeting and working with new people, has a talent for teaching and inspiring curiosity in others, and works well as part of an upbeat and dedicated team.

Primary Responsibilities Include (not limited to)

- Manage all education programs including school field trips, homeschool, summer camp, school break programs, birthday parties, scouts, public outings, workshops, and others.
- Lead the development, implementation, and supervision of each program's curriculum.
- Recruit, hire, train, and manage education interns, per diem educators, and camp staff.
- Oversee interns' work developing lesson plans, teaching, and day-to-day tasks and projects.
- Maintain inventory of education supplies and equipment.
- Cultivate positive relationships with families, teachers, public and private schools, local organizations, state licensing authorities, and community contacts.
- Maintain program schedule and track visitor numbers for grants and reporting.
- Coordinate with Office Manager for accounting of program expenses and income.
- Collaborate with Volunteer & Outreach Manager on programming for seasonal festivals and events.
- Maintain working partnership and education scheduling coordination with Common Ground Farm.
- Contribute to social media postings, monthly e-news, and other organizational publications.
- Assist with implementing and tracking grants related to education programs.
- Attend trainings & workshops focused on outdoor education.
- Assist with general needs that arise around the farm, in the livestock barn, and in the office as part of the Stony Kill Foundation team.

Desired Skills and Qualifications (It is ok to apply if you do not have all of these.)

- Background in teaching, environmental sciences, agricultural studies or related.
- Excellent leadership, communication, supervisory and team-building skills, including the ability to motivate, align staff efforts to changing priorities and approaches, set goals, delegate responsibilities, and manage education staff performance.
- Experience working with and teaching kids, from ages 4-16
- Computer skills: Microsoft Office; Google Docs; Spreadsheets; and Calendar Development
- CPR/First Aid certification a plus.
- Ability to communicate comfortably by phone, email, mail, and in person.
- Able to work outdoors in all weather conditions, with the ability to carry 30lbs.
- Able to thrive in a collaborative work environment and adapt to a changing schedule of activities.
- Ability to pass a background check.

Additional Details

- Work is on location at Stony Kill Farm Environmental Education Center in Wappingers Falls, NY.
- Primarily weekday work schedule with some scheduling flexibility. Periodic weekend and evening work when required during seasonal festivals or weekend programs with flex-time encouraged.
- This non-exempt position is full time (37.5 hours/week) with a salary range of \$40,000-46,000/year.
- This position is eligible for health insurance coverage (Bronze-Level through NYS Health Marketplace), in addition to parental leave, paid holidays, vacation, sick, and personal days.

COVID-19 Considerations

We are following the most current guidance from New York State and the CDC to protect our staff and visitors. All staff are required to provide proof of COVID-19 vaccination prior to start date.

To Apply

Early applications are encouraged and will be reviewed on a rolling basis, with a priority for applications received before February 7, 2024. After the deadline, we will contact you about next steps. To apply, send an email with the subject line “Program Director” to Erik at erik@stonykill.org with the following: 1) your resume, 2) a list of 3 relevant references with contact information, and 3) your responses to the prompts below. A cover letter is not required.

1. Please tell us about your experience with environmental and/or farm education.
2. Describe your experience training and managing others or working as part of an education team.
3. What aspects of the work is best suited for your skills and experience?
4. Why would you be excited to work with us at Stony Kill Foundation?
5. Are there other traits you have that would help you succeed as our Program Director, or is there anything else you would like us to know?

To learn more about our work, visit Stonykill.org or follow us on [Instagram](#) and [Facebook](#)