



Schlitz Audubon
Nature Center

NATURE PRESCHOOL DIRECTOR

PURPOSE OF THE POSITION

The Nature Preschool Director is responsible for the day-to-day operation and administration of the Nature Preschool. The Director ensures that the preschool is operating within the policies and procedures of Schlitz Audubon Nature Center and within the licensing requirements set by the Wisconsin Department of Children and Families.

The Director serves on the Center's Leadership Team and works with the Executive Director and members of the Board to develop a long-term strategic plan for the Nature Preschool. The Director is a participating member of the Wisconsin Nature-based Early Childhood Association, sharing resources and ideas with other nature-based early childhood educators and administrators from throughout the region. The position reports to the Executive Director.

ESSENTIAL FUNCTIONS

- Provide leadership and support to the Nature Preschool teachers, staff, volunteers, and interns
- Manage communication and positive relationships among the preschool staff, the center's staff, preschool families, and children
- Ensure that all programs meet the State of Wisconsin Regulations for Early Childhood Group Care and work with state licensing supervisors on compliance and re-licensing
- Make health and safety determinations for the Nature Preschool under the guidance of the North Shore Health Department and the Wisconsin Department of Children and Families
- Provide administrative support for the Nature's Preschool's partnerships with the Next Door Foundation and Malaika Early Learning Center
- Assist in all aspects of center-wide preschool-level programs and staffing, including public early childhood programs and summer camps
- Develop and revise preschool policies and procedures, update parent and staff manuals, and review the accuracy of classroom record keeping
- Anticipate the seasonal needs of the Nature Preschool outdoor classrooms and coordinate support with members of the facilities team
- Plan, develop, and manage the department's annual budget
- Be present and available to families for consultations and questions
- Represent the preschool and share early childhood environmental education philosophy through workshops, articles, and conference presentations
- Serve as a member of Schlitz Audubon's Leadership Team
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

- Bachelor's in Early Childhood Education or Elementary Education; Master's preferred
- Degree or background in environmental education
- 2-to-3 years management experience
- 4-to-5 years teaching experience with children ages 3 to 5
- Understanding of nature-based philosophy and emergent curricula in a preschool setting
- Understanding of early childhood social and emotional development
- Experience working in a program of comparable scope and complexity
- Knowledge and understanding of the Wisconsin DCF Group Licensing requirements
- Aptitude and interest in learning basic natural history and ecology concepts
- Must be willing to work outdoors in all weather conditions
- Knowledge of risk assessment and risk management procedures in a nature-based setting
- Excellent written and verbal presentation skills
- Experience in successfully creating, managing, and meeting budgets
- Comfortable with Microsoft Office suite of computer programs (Outlook, Word, Teams, PowerPoint)
- Willingness to learn ProCare, a computer software program for early child care data management – or the ability to replace ProCare with another system
- Experience leading workshops and presenting lectures
- Able to problem-solve and seek win-win solutions to challenges
- Proven skills in working with people in all levels of an organization
- Must maintain a valid driver's license and have reliable transportation
- Must pass background checks and complete all requirements mandated by the state.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform tasks requiring physical exertion, outdoors, in all weather conditions and on difficult terrain, as well as in the classroom.
- Periods of sitting at a desk and working on a computer, up to 2 hours at a time
- Regularly required to stoop and bend
- Occasionally required to reach above the shoulders
- Must have the ability to lift and/or move up to 35 pounds on occasion
- Must have the ability to speak and hear
- Specific vision abilities required by this job include close vision and color vision

DETAILS

This is a full-time, exempt position eligible for health, retirement, and other benefits.

TO APPLY

Send cover letter and resume in strict confidence to Lisa Greco in Human Resources at lgreco@schlitzaudubon.org with *Nature Preschool Director* in the subject line.