



CATAMOUNT INSTITUTE

Job Announcement: Environmental Education Manager

Catamount Institute is a nonprofit dedicated to connecting kids to the outdoors through engaging environmental educational programs. Over the past 28 years, we've served tens of thousands of children in the Pikes Peak Region. In 2024, we engaged 5,824 youth, and our goal for 2025 is to serve 6,000. We're seeking a full-time Environmental Education Manager to help us grow our impact and provide high-quality outdoor education.

Position Overview:

Reporting to the Director of Environmental Education, the Environmental Education Manager will support the director in the management and coordination of all aspects of Catamount Institute's educational programs. This role involves overseeing scheduling, registration, staff scheduling, and communication with key stakeholders. The ideal candidate will be passionate about outdoor education and able to manage multiple tasks efficiently while providing excellent customer service to parents, teachers, and community partners.

Key Responsibilities:

1. Program Coordination & Scheduling

- Manage scheduling for all programs (such as summer camps, field trips, after-school, in-school, and homeschool programs, special events, etc.).
- Coordinate staff assignments based on program needs and availability.
- Maintain the online calendar and registration system, ensuring accurate program availability.
- Communicate with parents, teachers, and community partners to provide information and address program logistics.

2. Collaboration & Community Engagement

- Attend meetings with partners to build relationships and support regional outdoor education initiatives.
- Represent the organization at community events and strengthen partnerships.
- Ensure safety and risk management protocols are followed and provide staff training for risk mitigation.

3. Administrative Support & Staff Management

- Assist in recruiting, training, and onboarding staff.
- Maintain program files and ensure compliance with safety and certification standards.

- Handle inquiries from participants, parents, and partners professionally.
- Support website updates and maintain current program information.
- Create and manage partnership agreements and deliverables.

Qualifications:

- **Education:** Bachelor's degree in education, business, or a related field (or equivalent experience).
- **Experience:** At least 3 years in a similar role.
- **Skills:** Strong organizational and multitasking abilities, attention to detail, and communication skills.
- **Passion:** Commitment to connecting youth with outdoor education and environmental stewardship.
- **Technical Skills:** Proficient in Microsoft Office Suite and web-based calendars and registration systems. Knowledge of Camp Brain and other databases a plus.
- **Flexibility:** Adaptable in a fast-paced environment with changing schedules.
- **Transportation:** Must have reliable transportation for local travel.

Compensation & Benefits:

- Competitive salary based on experience.
- Health insurance stipend, generous PTO, and professional development opportunities.
- Work with a passionate, mission-driven team.

Equal Opportunity:

Catamount Institute is an equal-opportunity employer, committed to diversity and inclusion in all aspects of employment and programming.

How to Apply:

If you are passionate about education, the outdoors, and supporting youth development, we encourage you to apply! Please submit your resume and a cover letter outlining your qualifications and interest in the position.

Location: Position is full-time and in person at Catamount Institute, 740 W. Caramillo St., Colorado Springs, CO 80907

To apply, email your resume with a cover letter to Maury Peterson at peterson@catamountinstitute.org by 2/28/25.