

Gundalow Company, Portsmouth, NH

PROGRAM MANAGER

JOB DESCRIPTION

The nonprofit Gundalow Company seeks a PROGRAM MANAGER who will work onboard our sailing classroom PISCATAQUA and in the office with staff, crew, and volunteers to manage and help teach all of our programs for school/youth groups, teachers, and the public. This position includes the creation and implementation of our new five-day camp program as well as managing and training approximately 50 volunteers. The ideal candidate will have nonprofit education program and volunteer coordination experience, formal or non-formal teaching experience, and a passion for place-based and maritime history/marine/environmental education. As a key member of the team, the successful candidate will be a leader who inspires excellence in our current program delivery while providing leadership to develop and achieve growth goals.

ESSENTIAL RESPONSIBILITIES:

- Lead the crew, volunteers and Program Committee in the implementation and evaluation of current programs for 100 school groups per year
- Help teach school group and camp programs onboard PISCATAQUA and onshore
- Initiate and nurture relationships with teachers whose students participate in our programs
- Oversee the process of scheduling 100 school trips in collaboration with Operations Manager
- Oversee the process of scheduling public programs in collaboration with Operations Manager
- In collaboration with staff, crew, volunteers, Program Committee and community partners, create and implement a new five-day camp program for 25-75 kids ages 9-12
- Initiate and manage public programs including concerts, lectures, etc.
- Recruit, train, manage Volunteers who assist with onboard programs
- Lead the effort to expand the impact of our public programs in alignment with our mission
- Create and maintain collaborations with community partners
- Review and refine current curriculum and evaluation methods of all programs
- Develop and coordinate workshops for teachers
- Collaborate with staff to increase earned revenue from multiple sources including grants and sponsors

REQUIREMENTS:

- Degree in related field and/or teaching experience
- Experience developing educational programs and teaching in formal or non-formal classrooms
- Experience implementing age-appropriate curricula and familiarity with best practices in experiential place-based education
- Demonstrated teamwork and flexibility
- Excellent computer skills, including Office, Excel, Little Green Light Data base (training provided), social media, website content
- Excellent interpersonal skills and ability to communicate effectively orally and in writing to students, teachers and the public
- Previous experience working with students, teachers, volunteers and the public. Must be comfortable conveying our mission with passion to school groups and the public daily
- Grant writing experience a plus
- Experience with sailing, maritime history, and/or education on Tall Ships a plus

ORGANIZATION DESCRIPTION:

The nonprofit Gundalow Company's mission is to protect the Piscataqua region's maritime heritage and environment through education and action. To fulfill our mission, we use a recently built, traditional, wooden gundalow PISCATAQUA as our floating/sailing classroom. Having just completed four very successful years and over 1,000 sailing trips on the Piscataqua River (400 trips per year for school groups and the public) the organization is initiating a strategic planning process in early 2016 that will define goals and activities in 2017-2019. Our onboard education programs focus on local maritime heritage, water quality in the rivers and estuary, and stewardship. Our programs reach over 2,000 students and over 6,000 public participants each year.

TO APPLY:

Send cover letter, resume, contact info for at least three references, and salary requirements to mbolster@gundalow.org no later than February 19, 2016.

Subject line: Search Committee Program Manager.