

POSITION DESCRIPTION

Outdoor/Environmental Education Faculty - - Assistant Professor

Responsibilities:

The Department of Health, Physical Education and Recreation is seeking to fill a full time faculty position in Outdoor and Environmental Education at the rank of Assistant Professor. This position will be tenure track, to teach outdoor education, environmental education, and recreation courses including introductory lecture and physical skills' courses, methods, interpretation, management, theory, and research. The candidate will also supervise outdoor education interns in the field. Additional responsibilities include field based instruction such as weekend camping trips. Outdoor Education courses comprise subjects both within Environmental and Adventure Education. The major responsibilities include teaching undergraduate and graduate level course work within the department, advising undergraduates in the recreation - outdoor education major, serving on Master's level graduate committees and providing service within the department and the University.

Qualifications:

The successful candidate will be appointed at the rank of Assistant Professor. The essential qualifications are: 1) Doctoral degree in outdoor education, environmental education or closely related field (Outdoor recreation, Adventure education, Education, Interpretation) 2) 3 years teaching experience in an outdoor/environmental education center and/or in a formal school setting. Desired qualifications are: 1) record of scholarly activity in outdoor education, environmental education, and/or interpretation. 2) evidence of successful grant writing. 3) active involvement in local, regional, and national levels in outdoor education professional organizations 4) Instructor level certification in any outdoor education skill areas such as canoe, sea kayak, whitewater kayak, rock climbing, Nordic skiing, wilderness emergency care, and/or general all-season camping skills. 5) 2 years college level instruction in outdoor education, and/or environmental education, and/or interpretation. 6) Teaching license in any area of K-12 education.

The University:

The University of Minnesota Duluth is a comprehensive regional university of 10,000 students located at the western end of Lake Superior, approximately 150 miles north of Minneapolis. Located in Minnesota's Arrowhead region the area offers unlimited opportunities for rock climbing, canoeing, whitewater kayaking, sea kayaking, camping, skiing, and is within 2 hours from the Boundary Waters Canoe Area Wilderness. There are 17 full-time and 16 part-time faculty members in the Department of Health, Physical Education and Recreation (HPER). Five undergraduate majors and three minors are offered by the department. The Recreation program emphasizes outdoor and environmental education at undergraduate, post-baccalaureate, and master's levels in its curricula.

Application Process:

Send letter of application, resume, transcript, documentation of teaching experience, contact information for three references to: Dr. Ken Gilbertson, Search Committee Chair, Department of Health, Physical Education and Recreation, 110 SpHC, 1216 Ordean Court, University of Minnesota Duluth, Duluth, MN 55812. FAX: 218-726-6243. Voice: 218-826-6258. E-mail: kgilbert@d.umn.edu. Review of completed applications will begin 11/20/2003 and continue until position is filled.

The University of Minnesota is an equal opportunity educator and employer.

P.O. Box 3006
Duluth, MN 55803-3006



phone: 218.428.6209
web: www.hawkridge.org

Job Description: Executive Director

- **Date Revised: February 12, 2007**
- **Who this position reports to: Board of Directors**
- **Percent time of appointment: 100%**
- **Pay Rate and Benefits:**
 - \$30,000
 - Full-health care

Purpose/Objective of Position:

Direct the daily operations of HRBO, promote the vision of quality programming and research to achieve the mission of HRBO, and generate funding to maintain the staffing.

Major Job Functions:

Business Management 10%
Legal/Governmental Affairs 5%
Personnel/Payroll 10%
Grants 40%
Member Relations 10%
Physical Facility 10%
Merchandise/Sales 5%
HRBO Board of Directors 5%
Events & Media 5%

Tasks Within Each Major Job Function:

Business Management:

- Work with Treasurer to: Evaluate and pay all bills, Maintain all financial records; balance checkbook, Publish financial reports, File and maintain financial records, Open and maintain vendor charge accounts, Maintain relationship with business bank and banker/manage account access, Account for and maintain Paypal and credit card accounts receivables, Tax/Attorney

General Reporting:

- File necessary federal tax forms within deadlines
- File annual Minnesota Attorney General Charitable Organization form
- Pay annual city and state sales taxes
- File annual 1099's to contractors
- Secure annual liability insurance

- File and Maintain all other necessary records
- Do the mail at the P.O. Box

Legal/Governmental Affairs:

- Maintain relationship with HRBO attorney
- Participate in changes to Agreement with the City of Duluth
- Represent HRBO and participate in neighborhood development planning
- Represent HRBO in business with the city
- File capital improvement requests for additions to Hawk Ridge infrastructure
- Maintain contacts with Duluth Police and Traffic Engineering Departments

Personnel/Payroll:

- Directly supervise the Director of Education and the Research staff
- Process payroll
- Draw up and process contracts; maintain contract files
- Address any personnel issues
- Participate in volunteer training; attend volunteer appreciation dinner

Grants:

- Coordinating annual fundraising efforts with support from the Board of Directors
- Identify grant sources
- Write and secure grants to fund staff.
- Maintain relationships with grantor foundations and representatives
- Maintain relationships with business partners/sponsors; develop sponsorship agreements
- Ensure all grant requirements are met

Member Relations:

- Assist in maintaining mailing list maintenance
- Assist in processing mailed in Adopt-A-Raptor
- Process thank you notes for large donors, all memberships over \$50
- Solicit large donations

Physical Facility:

- Coordinate all activities related to maintaining and upgrading HRBO physical resources
 - Stewardship activities
 - Trail maintenance
- Coordinate annual Main Overlook spruce up ~August 15
- Coordinate installation and removal of HR signage; secure off-season storage
- Ensure that site is ready for visitors

Merchandise/Sales:

- Oversee maintenance and management of sales associated with the merchandise trailer and the grill.
- Secure St. Louis County food vendor license in August

HRBO Board of Directors:

- Attend education, research, finance, fundraising and Birdathon committee meetings as possible
- Liaison between staff and HRBO Board

Events & Media:

- Attend Birdathon Sunday brunch
- Attend all Hawk Ridge Weekend functions
- Maintain Hawk Ridge Weekend job lists
- Attend as many outreach efforts as possible
- Represent HR to media
- Represent HR re: deer hunting, other HR uses

Job Posting

Hawk Ridge Bird Observatory
Executive Director (Full Time, 12 Month)
Application Deadline: May 7, 2007

Hawk Ridge Bird Observatory

Hawk Ridge Bird Observatory (HRBO) is located in Duluth, Minnesota at the western tip of Lake Superior. Hawk Ridge Bird Observatory continues a long tradition of: studying one of the greatest migrations of birds of prey in North America; researching the distribution, abundance and migratory pathways of birds in the Western Great Lakes; educating people about bird conservation; and serving as stewards of the Hawk Ridge Nature Reserve (a 365-acre natural area set aside for bird observation and research). The Reserve is perched on a rocky ridge above the eastern part of the city and provides some of North America's best autumn hawk watching. A seasonal average of over 94,000 raptors migrate past Hawk Ridge from mid-August through November.

HRBO has 13 part-time and seasonal contractors working within research and education. The education department reaches over 4,000 participants per year through interpretive programs, site visits, and outreach activities. The research division includes hawk counting, raptor and passerine banding, and owl monitoring. Over 18,000 visitors come to the Reserve annually to observe the hawk migration. For additional details on HRBO, go to www.hawkridge.org

Duluth, Minnesota and the surrounding area abounds in natural areas with many outdoor recreation opportunities. The city is at a transition point of the northern hardwood forest and the boreal forest. Lake Superior is close at hand, the Boundary Waters Canoe Area Wilderness is nearby, and there is a strong community of people who care about the environment.

Responsibilities

Direct the daily operations of HRBO, promote the vision of quality programming and research to achieve the mission of HRBO, and generate funding to maintain the operations. Specific responsibilities include:

- Maintain a Public Presence of the Organization – act as a spokesperson within the local and regional community to promote the organization
- Fundraising – pursue funding through grants and donors
- Business and Personnel Management – supervise staff and business operations of the organization
- Member Development and Relations – promote support for the organization through relationships with current members as well as develop new members.
- Physical Facility Management – oversee the stewardship activities for Hawk Ridge Nature Reserve
- Merchandise Management – ensure proper management of sales of merchandise.
- HRBO Board of Directors Relations – work with the Board of Directors to manage the organization
- Events Management & Media Relations – promote and support events as well as work with the media (events include Hawk Weekend and the Great Minnesota Birdathon).
- Other duties as assigned by the Board of Directors

Qualifications

- Undergraduate degree in biology, outdoor/environmental education, natural resource management, non-profit management, or related field.
- Fundraising experience and skills
- Ability to provide leadership to build and direct the organization and its programs.
- Administrative experience, including staff supervision, business management, planning
- Computer/technology skills.

To Apply

Send a cover letter, resume, and list of 3 references by May 1, 2007:

Tim Bates, Chair of Selection Committee, Hawk Ridge Bird Observatory, P.O. Box 3006, Duluth, MN 55803-3006 or electronically to: tbates@hawkridge.org

If you have questions, call Tim at 218-726-8743 during the day.