



Job Title: Washington Park Branch Manager

FLSA Status: Exempt

Reports to: Senior Director of Education and Strategic Planning

Date revised: August 2014

Position Summary: The Branch Manager provides leadership to the branch, working from an organization-wide perspective to implement goals, strategies and tactics toward achieving the Urban Ecology Center's mission. The Branch Manager manages community-based environmental education programming, oversees the Neighborhood Environmental Education Project operations and co-manages the facility, volunteer, land stewardship and visitor services staff for the Washington Park branch. This position oversees daily operations at the branch, as well as program development, reporting, community engagement and educational exhibits. The Branch Manager reports to the Senior Director of Education and Strategic Planning and works closely with him/her on all aspects of Washington Park branch programs and strategies.

Program Development and Administration

- Uphold a strong cultural alignment to the organization-wide positive, ecologically literate approach to teaching, learning and living, volunteers and constituents
- Embrace the role of mentor to staff, program participants and volunteers
- Develop, track and achieve earned revenue goals for the branch
- Ensure educational goals and programs align with the Center's mission and safety protocols
- Oversee curriculum development and course offerings for Washington Park programs
- Develop and maintain partnerships with local schools, working in concert with the Environmental Education Manager
- Assist with the development of summer camps and programs to serve the Washington Park neighborhood
- Work with Senior Director of Education and Strategic Planning to cultivate partnerships as appropriate to the strategic plan for the Center (schools, not-for-profits, businesses, etc)
- Monitor overall Washington Park budget, including monthly earned revenue and expense review, and discussing strategies with the Senior Director of Education and Strategic Planning
- Ensure agency-wide evaluation goals, including mission based and academic achievement measures, are met in Washington Park
- Submit all public program offerings into the Event Management System (EMS) for approval, editing and marketing and ensure private programs are submitted and approved in the EMS
- Work closely with the Senior Director of Education and Strategic Planning to inform branch strategies regarding long term sustainability, earned revenue, culture of philanthropy, program quality, innovation and community responsiveness
- Be available to teach k-12 grade programs for neighborhood schools, as needed
- Oversee facility maintenance and approve acquisition of supplies and project needs
- Oversee Visitor Services operations helping to form strategies for equipment lending, storage and acquisition
- Oversee land stewardship activities, working with Milwaukee County Parks and the Senior Land Steward to form strategies for park land projects, their maintenance, and volunteer engagement
- Work with the Volunteer Program Manager to support volunteer program operations including recruitment, engagement, and evaluation of the volunteer experience for individuals, school groups, corporate groups and small businesses
- Approve acquisition of educational supplies and equipment
- Assist in fund raising efforts, such as organizing events and seeking business sponsors



- Develop business partnerships to help create opportunities for the growth of the Washington Park branch
- Assist Grant Writer with any needed information regarding the Washington Park branch

Communication

- Provide monthly reports of Washington Park activities to the Senior Director of Education and Strategic Planning, including attendance, evidence of accomplishments and news
- Maintain strong relationships with community groups, county parks staff, volunteers, principals and teachers;
- Solicit donors as assigned by development team
- Develop, document and submit branch specific procedures to the Senior Director of Education and Strategic Planning for appropriate approval
- Share grant and donor prospect information with the Development Director, participating in cultivation activities as directed
- Communicate with Milwaukee County Parks representatives based in Washington Park
- Attend Washington Park Partners meetings
- Be available for neighborhood meetings with various organizations
- Communicate information technology, financial procedures and facility needs to the Director of Finance and Operations, or designated finance/operations staff, as well as county employees
- Attend and support Washington Park Advisory Council meetings, communicating with the Board and staff liaisons
- Contribute to and assist in the Urban Ecology Center's bi-monthly newsletter
- Attend Leadership Team meetings monthly, or as needed

Staff Relations

- Enforce all personnel policies and procedures for Washington Park employees
- Participate in recruiting and hiring process for all Washington Park staff (including Lutheran Volunteer Corp, AmeriCorps and CapCorps), with approval of Senior Director of Education and Strategic Planning.
- Supervise all Washington Park staff (including interns, Lutheran Volunteer Corp, AmeriCorps and CapCorps),
- Co-manage Land Steward, Volunteer Coordinator, Visitor Services Assistant, Facilities Coordinator

Building and grounds

- Work with land stewardship team and Milwaukee County Parks to plan and implement park improvements
- Work with facility department and visitor experience committee to improve facilities and exhibits
- Work with Leadership Team and branch staff to form, align and implement strategies to more efficiently run the Washington Park branch

Miscellaneous

- Assist with driving duties for field trips as needed

Knowledge, Skills, and Abilities Required:

Education/Training: BS or BA in natural sciences, non-profit management, environmental education or related area. Additional education or Master's degree preferred.



Experience: Minimum of five years management experience working for a non-profit organization. Teaching experience in a formal or non-formal setting with a broad range of ages. Minimum of 5 years experience supervising staff and working in a team setting.

Skills and Abilities:

- Excellent oral and written communication skills desired
- Able to work within cross cultural populations
- Experience and embraces the role of mentor for staff and program participants
- Proven experience with urban youth
- Fluent in Microsoft Excel, Word, PowerPoint
- Ability to learn how to use databases and other Information Technology Systems
- Master's degree in a related field a plus
- Clean driving record is a must

Working Conditions:

Job Conditions/Work Location: Indoor and Outdoor setting

Physical Requirements: ability to canoe, lead hikes, snowshoe; presenting in front of large groups, standing for long periods of time, sitting at a computer for long periods of time, lifting up to 25 lb

Equipment Used: computer, AV equipment, display boards, 15 passenger bus, fishing poles, snowshoes

Supervisory Responsibilities: all staff, including facilities, education, community programs, land stewardship, visitor services and limited term positions (Lutheran Volunteer Corps, CapCorps and AmeriCorps staff)