

Butterfly Tampa, Little Red Wagon Native Nursery, and Tampa Bay Butterfly Foundation OPERATIONS AND EDUCATION DIRECTOR

Objective: Help steer our team through collaboration towards an institutional vision to inspire guests and foster stewardship of the environment and life on earth.

- Reports directly to the CEO of Butterfly Tampa and Little Red Wagon Native Nursery and manages a high-performing team of more than 15 animal care specialists, horticulturists, interns and volunteers.
- Serve as a positive leader, through proactive communication, timely feedback, staff development, efficient use of departmental resources, and careful prioritization of institutional goals.
- Model a leadership style that fosters an atmosphere of inclusion, teamwork, and safety, and demonstrates the Butterfly Tampa's values (Integrity, Thirst for Learning, Commitment to Excellence, Stewardship & Conservation, Leadership & Growth, **Fun!**)

Intern and Volunteer Management Responsibilities

- Develop and implement a strategic vision for interns and volunteers, including establishing goals, policies, and procedures.
- Communicate and coordinate with USF Environmental Science Academic Advisors (USF Tampa and USF St.Pete), University of Tampa and Eckerd College.
- Collaborate with Project Manager to produce flyers advertising our internship program two months before the start of each semester
- Coordinate intern responsibilities, exposing them to as many jobs within our organization as possible
- Coordinate intern scheduling by establishing a consistent schedule for each individual and sending out a monthly email outlining additional opportunities (events, field trips, butterfly counts, maintenance sites, ect.)
- Track and log intern hours to ensure all interns are meeting the required 120 hours a semester
- Coordinate with Project Manager the development and completion of intern surveys to track data in our program
- Sign and review all intern paperwork and journal (2-3 times a semester)
- Track volunteer hours in the nursery, kids camp, maintenance sites, and kids camp for volunteer of the year and stats tracking.
- Sign off on all student volunteer hours for high school.
- Ensure all student volunteers have filled out the student volunteer form and scan their applications into Smartvault
- Coordinate and organize a volunteer brunch once a year to celebrate and thank our volunteers (held in January)
- Attend all maintenance days



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Education Management Responsibilities

- Develop and implement a strategic vision for education, including establishing goals, policies, and procedures.
- Write curriculum for K-5TH students attending our year-round camps.
- Work with CEO & Project Manager to create descriptions and themes for all camps.
- Utilize Jumbula to keep track of kids' medical information and authorized pick-ups.
- Partner with other environmental organizations in the area.
- Assist with creating educational material for exhibits and social media
- Maintain communication with parents before, during and after camp through emails and the Homeroom app.
- Coordinate and run field trips, birthday parties, and outreach events
- Run camps for all non-HCPS student days
- Maintain a relationship with HCPS personnel:
 - o Continue working with HCPS High School curriculum writers to introduce natives and invertebrates into the Environmental Science and Biology Curriculum
 - o Create presentation and hands-on activity for all field trips based on what FL Standards teachers are trying to meet

Operations Management Responsibilities

- Strategic decision-making, problem-solving with unique circumstances may be required, and managing diverse teams.
- Coordinate with Project Manager monthly to plan social media calendar and assign to corresponding staff and interns
- Provide support to Horticultural staff as necessary (restocking, opening and closing, tagging plants, and helping customers)
- Coordinate training of new staff with various departments.
- Ensure staff are engaged with exhibit visitors to facilitate educational mission.
- Ensure the facility is secured and locked after closing, ensure all animals are in their habitats with habitats locked after closing.
- Facilitate planning and coordinating events.
- While primarily a weekday managerial role, there may be emergency situations that need to be tended to as they arise. (eg.: Hurricane planning)
- To accommodate species events some evening, and weekend hours may be necessary.
- Develop, maintain and review job descriptions for each department.
- Assists in determining staff needs; participates in interviews, collaborates on hiring decisions, orients all staff.
- Other duties as assigned.



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Grant Writing Responsibilities

- Research and identify potential grant opportunities.
- Develop grant proposals and applications.
- Develop and maintain relationships with funding sources.
- Develop and maintain a database of grant opportunities.
- Develop and maintain a calendar of grant deadlines.
- Develop and maintain a system for tracking grant applications.
- Develop and maintain a system for tracking grand awards.
- Develop and maintain a system for tracking grant reporting requirements.
- Develop and maintain a system for tracking grant compliance requirements.

Experience and Qualifications:

- Four-year degree in Education, Communications or Business Management.
- Ability to deal tactfully and politely with guests, including the ability to answer questions and address behavior issues.
- Five years' experience in guest service, sales, operations or management is ideal.
- Experience working with both for profit and non-profit entities.
- Excellent communications skills, both verbal and written, to establish and maintain effective working relationships with staff, interns, volunteers, and the public.
- Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions.
- Ability to operate office equipment, including computers, copiers, scanners and phones.
- Excellent time management skills.
- Ability to arrive to work on time and maintain a positive attendance record.
- Microsoft office suite (Word, Excel and PowerPoint)

