



***Wood Pawcatuck Watershed Association***  
**Program Director Job Description (10/10)**

The primary responsibility of the Program director will be the designing, promoting, and conducting of educational activities and programs to promote the conservation and protection of watershed resources. The Program Director will develop programs in the following areas:

- Educational programs for school children and teachers.
- Community outreach programs for state and town officials and the general public.
- Recreation programs that also serve to educate and promote stewardship of the watershed resources.
- Science research programs in the watershed.
- Volunteer and citizen scientist programs.
- Summer internship programs.

Other specific duties of the Program Director include:

1. Ensure that program activities and events are coordinated in a fashion such that they do not conflict with one another and maintaining a master schedule of Association events and activities.
2. Provide a platform for Public Relations for the Association's programs and events through press releases, emails, blogs and other forms of electronic communications; and appearances on radio and/or TV programs as a guest and agent of the Association.
3. Recruit volunteers, develop appropriate volunteer job descriptions and provide supervision and assistance to volunteer staff.
4. Assist in the development, implementation and oversee the operations of water quality monitoring programs.
5. Write grant proposals for the funding of most of the Association's programs.
6. Attend state or regional meetings concerning topics relevant to the Association.
7. Serve on committees and boards that also promote the Association's mission.
8. Assist with any fund raising functions of the Association.
9. Assist the Executive Director with administrative and office duties as he/she deems appropriate.

**Position requirements**

Education and training: MS in environmental sciences or environmental education; certification in kayak instruction; Wilderness First Responder or similar first aid skills related to outdoor programs; and outdoor leadership training.

Computer skills: proficient in word, excel, access, and powerpoint; familiar with GIS and GPS.

Personal skills: ability to communicate with and educate the general public, including children and adults; ability to convey scientific information using methods that make it understandable to the average person; ability to be a good ambassador for the watershed; aptitude for written and oral skills.