

# California Park & Recreation Society

## Job Description

**Title:** Director of Education  
**Reports to:** CPRS Executive Director



### Position Overview:

Develops, directs, implements, and evaluates CPRS's education program. Serves as both an internal and external champion for educational programming produced by CPRS Headquarters, as well as our Regions, Districts and Sections. This position is a key player in continually seeking new and innovative methods to fulfill CPRS Board stated ENDS.

### Key Responsibilities:

- Serve as a key member of the CPRS Leadership team, helping to develop, implement and evaluate CPRS goals, objectives, policies, and procedures while fulfilling Board stated ENDS.
- Develop, direct, and manage all aspects of a quality education program for members of CPRS utilizing multiple methods of service delivery and through strategic partnerships.
- Develop, direct, and manage all aspects of the CPRS Conference & Expo Education Team; assist all other Conference & Expo Teams to ensure a high-quality experience for all involved.
- Develop and manage the budget for all education programs and services; identify and diversify revenue opportunities generated by education programs.
- Manage the CEU program including all related application, approval and reporting processes.
- Perform, evaluate, and implement education needs assessments; provide recommendations to the Leadership team for program additions/deletions/changes.
- Effectively recruit, hire, train, supervise and coach education staff member(s).
- Effectively recruit, manage, and engage volunteer leaders where appropriate and useful within education program delivery.
- Develop, direct, and manage the CPRS Resource Library; curate content that is responsive to member needs, outlines impactful trends and inspires innovative solutions.
- Maintain education webpages, calendar, and conference site; assist CPRS Regions, Districts and Sections in utilizing CPRS technology for online registration processes.

### Key Qualifications:

- Bachelor's degree with major course work in education, business administration, public administration, association management or related field.
- Minimum 5 years' experience managing education programs in a member-driven organization.
- Skilled in the development of adult learning experiences using multiple methods of service delivery.
- Skilled in project and budget management.
- Advanced PC proficiency coupled with desire and ability to learn new software as required.

- California driver's license is required.
- Position requires willingness and ability to work outside/beyond traditional work hours on occasion.
- Position requires some travel via personal vehicle or other modes of public transportation.

**Key Attributes:**

- A high degree of emotional intelligence and self-awareness; strong customer orientation; excellent communication skills.
- Flexibility, adaptability; able to work on a wide variety of tasks independently and in a team structure.
- The ability to facilitate dialogue and engage members, volunteers and partners in the success of CPRS.
- Ability to perform duties with initiative, persistence, creativity, integrity, good judgement, tact, and courtesy.
- Ability to relate in a positive manner with a variety of personality types and maintain composure in a fast-paced working environment.
- A commitment to continuous learning and reflection; desire and capacity to position self and CRPS as a thought leader.

**Compensation:**

Salary range begins at \$80,000 annually

Benefits include:

- Health, Dental, Life insurance for employee and family
- Employer Provided Pension fund, 401K personal contribution plan
- PTO/Vacation/Sick time
- Flexible work hours with some ability to work remotely

To apply, please provide a completed CPRS Application for Employment along with a cover letter and resume expressing your interest in this position to [Stephanie@cprs.org](mailto:Stephanie@cprs.org) with "CPRS Director of Education" in the subject line. Deadline to apply is November 1, 2021.

**Equal Opportunity Employer**

CPRS values a diverse workforce at all levels of our organization including diversity in experience and diversity in perspectives. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression (including transgender), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws. CPRS is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment. It is our desire to employ persons on the basis of ability, experience, education and character.