

TOWN OF WALPOLE DIRECTOR/EDUCATOR OF THE FREDERICK H. HOOPER INSTITUTE

Department: Hooper Institute, Town of Walpole

Employment Status: Full-Time

Job Summary:

- The Director oversees all programs of the Hooper Institute within the Walpole attendance area as well as teaches part-time in the fifth through eighth grades in the Walpole School.
- Supervises one paid elementary and occasional volunteers.
- Supports the Hooper Institute's Board of Directors.
- Advises the Friends of the Hooper Institute on the needs of the Hooper Institute as well as supports fundraising efforts.
- Face of the Hooper Institute to the community.

Supervision Received: The Director of the Hooper reports to the Hooper Institute Board of Directors and is an employee of the Hooper Trust overseen by the Hooper Trustees.

Experience: A bachelor's degree or higher, preferably in environmental studies, agriculture or forestry. Management experience in the non-profit sector and teaching experience helpful.

Required skills:

- Communication skills: written and verbal
- Organizational skills
- Creativity a plus
- High energy
- Camping and canoeing experience

Tasks:

- Support the Board of Directors of the Hooper Institute.
- Participate in Walpole Department Directors' monthly meetings.
- Cooperate with the Walpole Conservation Commission and Recycling Center.
- Oversee Hooper Institute buildings and grounds as well as the Hooper Museum.
- Participate in community outreach programs both in the schools and community at large.