



# Nature Education Programming Manager Position Description

## I. TITLE:

**Nature Education Programming Manager**

FLSA: Exempt

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## II. ORGANIZATION AND POSITION SUMMARY:

Waterloo Greenway is a 1.5-mile urban park system supported by a public-private partnership between the City of Austin and Waterloo Greenway Conservancy. Once complete, the 35 acres of connected green space will be home to a wide array of natural and cultural destinations. The park system is being planned, designed, and built in multiple phases, with each milestone contributing to a dynamic and accessible public space.

Waterloo Greenway Conservancy is seeking a **Nature Education Programming Manager** to lead, develop, and implement nature-based education initiatives across the park system. This role is responsible for designing and delivering inclusive, mission-aligned programming that connects the community to the ecological, environmental, and educational opportunities of Waterloo Greenway.

The Nature Education Programming Manager will oversee program development, partnerships, and on-site program delivery, ensuring high-quality experiences that reflect the organization's commitment to environmental stewardship, community engagement, and equitable access to learning opportunities. This position reports to the Senior Manager of Community Engagement & Programs and works collaboratively across internal teams and with external partners.

## III. ESSENTIAL FUNCTIONS:

- Develop, implement, and manage a comprehensive portfolio of nature-based education programs for diverse audiences, including youth, families, schools, and community groups



- Design curriculum and interpretive materials that highlight ecological systems, conservation practices, and the natural features of Waterloo Greenway
  - Coordinate and lead on-site educational programming, including guided tours, workshops, camps, and public events
  - Establish and maintain partnerships with schools, community organizations, environmental groups, and educational institutions to expand program reach and impact
  - Manage program logistics, including scheduling, staffing, supplies, and vendor coordination
  - Supervise contractors, volunteers, and program facilitators
  - Track program participation, evaluate outcomes, and develop reports to measure effectiveness and inform continuous improvement
  - Collaborate with Programming & Events and Community Engagement Managers to promote programs and increase community participation
  - Ensure programs adhere to organizational policies, safety standards, and accessibility requirements, including ADA compliance
  - Manage program budgets, monitor expenses, and support grant-funded initiatives as applicable
  - Support special events, seasonal programming, and community engagement initiatives across the park system
  - Represent Waterloo Greenway at community meetings, outreach events, and partner engagements
  - Other duties as assigned
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#### **IV. PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The work environment includes both office and outdoor park settings. This position requires regular outdoor work in varying weather conditions, including heat, humidity, and uneven terrain. The schedule may include evenings, weekends, and holidays based on program and event needs.

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#### **V. QUALIFICATIONS – EDUCATION AND EXPERIENCE:**

- Bachelor's degree in environmental education, environmental science, biology, education, or related field (or equivalent work experience)
- 3–5 years of experience developing and delivering educational programming, preferably in environmental or outdoor education settings
- Demonstrated experience working with diverse populations and community-based programming
- Experience managing programs, staff, or volunteers in a dynamic environment
- Strong knowledge of environmental topics, sustainability practices, and ecological interpretation

- Excellent interpersonal, written, and verbal communication skills
  - Ability to manage multiple projects and priorities effectively in a fast-paced environment
  - Strong organizational skills with attention to detail and program evaluation
  - Proficiency in Microsoft Office applications
  - Ability to work flexible hours, including evenings and weekends as required
  - CPR/First Aid certification (or willingness to obtain) preferred
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## **VI. COMPENSATION:**

Competitive compensation, dependent on experience. Medical, vision, dental, and life insurance benefits. Generous PTO, vacation, and sick leave policy. Retirement plan with organizational match.

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## **VII. TO APPLY:**

Qualified applicants are invited to submit a resume, cover letter, and contact information for at least three professional references to Stephanie Bergara, Senior Manager of Community Engagement & Programs, at [sbergara@waterloogreenway.org](mailto:sbergara@waterloogreenway.org)

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

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## **EQUAL EMPLOYMENT OPPORTUNITY**

Waterloo Greenway Conservancy strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

## **HIRING PRACTICES**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required.