



## **IFS Station Director Forfar Field Station, Andros, Bahamas**

### **Director Description and Duties:**

Assumes leadership role of the field station staff team, encouraging and fostering positive attitudes, setting a good example, and prioritizing staff efforts.

Communicates frequently with the Executive Director regarding all aspects of the field station operations and with the Program Coordinator to ensure trip instructors expectations are met. Works closely with the Facilities Director to ensure facilities, vehicles and vessels are maintained.

Assumes leadership role in the working relationship of the field study/trip instructors and field station staff insuring both the educational program expectations of the instructor and the operational limitations of the field station and staff are realistic and negotiated equitably when necessary.

Ensures that equipment and staff resources at the field station are used efficiently and fairly when more than one school group is utilizing the field station to meet the needs of each group as equitably as possible.

Acts as a representative of both the field station and International Field Studies, Inc. in dealing with the local community, local partner organizations such as Bahamas National Trust and government officials such as customs and immigration officers.

**Staff management includes:** delegate and assign duties to education staff; mediate problems in a direct and fair manner; coordinates staff work schedules; with the Executive Director, bi-annually evaluates performance of Forfar Field Station staff members; periodically observes and assesses education staff classroom presentations and in field teaching.

**Operations management includes:** identifies staff and field station needs and supplies; oversees the food ordering, manages the kitchen staff, and keeps an inventory of supplies; keeps detailed records of expenditures; provides receipts to the office; bi-monthly prepares payroll for staff; prepares a weekly budget and petty cash reconciliation reports.

***The Director is expected to step into the Environmental Education Intern's role if needed and their job expectations are listed below:***

**Environmental Education:** IFS employees' supplement the group leader's knowledge with local site information and topical lectures. The level of assistance with educational programming will vary according to the group leader's expertise and experience. Must become knowledgeable in basic level local flora and fauna.

**Trip Facilitation:** IFS employees are expected to stay in close contact with the group leader, transport the group to their desired sites, and monitor the group's safety while doing so. Must become proficient with driving station vehicles.

**Field Station Operations:** There are daily, weekly, and monthly tasks to be completed to maintain full operation of the field station.

**Maintenance:** All employees participate in maintenance and repair of the vehicles, boats, buildings, and other equipment as needed.

### **Required/Desired Qualifications:**

- BS in Environmental Education, Marine Biology, Outdoor Recreation and Leadership, Operations Management, or similar major
- Managerial experience or team leadership
- Experience with diving (Dive Master required), snorkeling, and driving boats
- Experience with facilitation and leading trips
- Experience creating and presenting educational programming (middle school to adult audiences a plus)
- Experience with bookkeeping (QuickBooks a plus), inventory tracking, and/or supply ordering
- Experience with facilities maintenance and upkeep
- Key personality traits include: ability to live and work in a small group environment with limited personal space in rustic and rural conditions, flexible and adaptable, responsible and safety conscientious, relatable and personable with students/group leaders/visitors/locals, a team player with a good work ethic, leadership skills
- Must have a valid Driver's License and be comfortable driving large vans on unpaved, rural roads
- Must consent to and pass a Background Check
- Physical requirements: Must be able to and desire to spend time diving, snorkeling, or driving boats for up to 8 hours a day, must be able to climb up and down ladders, must be able to lift 50 lbs, and must be able to drive a van for up to 1.5 hours at a time
- Must be able to commit to a minimum of two years

### **Compensation:**

A monthly stipend (between \$1,000-\$1,200) with lodging and food provided. Housing is shared with a roommate in a two-bedroom open air cabin (no A/C or heating) with a bathroom, kitchenette, and living space/office space. Additionally, professional dive insurance, some travel expenses, work visa application fees and renewals, a health reimbursement account, and Simple IRA with company matching is provided. The Director is allowed to have four free guests per year and is entitled to four weeks paid vacation per year.

### **How to Apply:**

Send in a current resume and cover letter to [lindsey@intlfieldstudies.org](mailto:lindsey@intlfieldstudies.org). All questions should also be emailed to [lindsey@intlfieldstudies.org](mailto:lindsey@intlfieldstudies.org). No calls please. Deadline to apply is March 31, 2020 with an estimated start date of April 15, 2020.