



### **The Organization**

Tenaflly Nature Center is an independent, non-profit, member-supported organization whose mission is to steward a nearly 400 wooded acre nature preserve for the purposes of conservation, education, recreation, and community engagement. Located in Tenaflly, NJ, five miles north of the George Washington Bridge, the property contains a deciduous forest with over seven miles of trails, wetlands, and a 3-acre pond. TNC is the largest privately-run nature center in Bergen County. TNC Educators are responsible for teaching our increasing demand of programs both on and off site throughout the year. Curriculum is hands-on and geared toward helping children and adults to develop awareness, appreciation and stewardship for the natural world.

### **The Position**

The Program Administrator and Registrar reports to and works closely with the Education Director to support the administrative and operational functions of Tenaflly Nature Center's Education Department. This position plays a vital role in the smooth and successful delivery of TNC's environmental education programs by managing key logistical processes that align with the department's mission.

The Program Administrator and Registrar is responsible for overseeing the scheduling and registration of a wide range of educational offerings, including on-site field trips, off-site outreach programs for schools and scouts, seasonal camps, birthday parties, child and family classes, adult workshops, and visitor engagement activities. Acting as a central point of contact, this role serves as a liaison between TNC staff, program participants, and the broader community. The ideal candidate will possess strong organizational and communication skills, attention to detail, and the ability to manage multiple tasks in a dynamic, mission-driven environment.

### **Program Administrator and Registrar Duties & Responsibilities**

- Coordinate and manage logistics for all education programs, including scheduling, staffing assignments, space usage, and supply procurement.
- Oversee registration for all education offerings—such as school field trips, scout programs, birthday parties, seasonal camps, and adult and family programs—including calendar management, participant communication, invoicing, payment processing, and record-keeping.
- Maintain accurate participant data in the CRM system (e.g., Wild Apricot), including attendance, waivers, consent forms, health documentation (e.g., camp health forms), and post-program evaluations.
- Serve as a key point of contact for schools, organizations, and individual registrants; ensure clear, timely communications including confirmations, reminders, and follow-up surveys.
- Generate and distribute rosters, schedules, and reports to education staff, and assist the Education Director with program assessment and departmental reporting.
- Develop and refine systems within the CRM to enhance program promotion, email automation, registration tracking, and fee collection.
- Coordinate seasonal and annual licensing documentation for applicable programs (e.g., NJ state camp certification); submit required paperwork and ensure readiness for inspections.
- Collaborate with the Education Director and other department heads to assess staffing needs, coordinate schedules, and assist in the hiring, onboarding, and supervision of education staff, interns, and volunteers.



- Manage program inventory within budget guidelines; order and track supplies necessary for program delivery.
- Support department-wide marketing initiatives by coordinating with the Communications Team to update brochures, contribute newsletter and website content, and distribute promotional materials (e.g., scout brochures).
- Assist at the welcome desk as needed, providing support for memberships, program registrations, and retail sales.
- Maintain positive relationships with parents, group leaders, and community members to foster trust and repeat participation.
- Support organization-wide events such as Nature Day and annual fundraisers.
- Provide administrative support across the department as needed, including data management, event promotion, phone/email communication, and occasional office or facility support tasks.

**General Education Department Duties & Responsibilities:**

- Deliver and support environmental education programs for a wide range of audiences including Pre-K–12 school groups, scouts, families, adults, and individuals with special needs (preferred but not required).
- Learn and apply TNC’s environmental education curriculum and objectives, assisting with program setup, delivery, evaluation, and clean-up.
- Support and represent TNC at public events, exhibits, special programs, and community outreach efforts.
- Maintain a welcoming, inclusive, and safe learning environment, while serving as a positive and professional representative of TNC to parents, participants, and visitors.
- Assist with the supervision and support of interns and volunteers as needed, fostering a collaborative and respectful team environment.
- Greet and engage program participants and visitors; communicate TNC’s mission and offerings both in person and by phone.
- Provide basic first aid and emergency care if needed (preferred but not required).
- Participate in seasonal grounds and facility maintenance alongside other staff and volunteers to ensure clean, safe, and engaging spaces.
- Attend and contribute to staff meetings and training sessions.
- Uphold and model TNC’s standards for safety, inclusivity, professionalism, and environmental stewardship.
- Perform additional duties as assigned in support of TNC’s educational and operational goals.

**Qualifications:**

- Bachelor’s degree preferred, ideally in education, administration, environmental studies, or a related field.
- Minimum of three years of office administration experience, with demonstrated expertise in program registration, scheduling, and database management.
- Proven ability to manage project logistics and support or supervise staff and volunteers in a collaborative work environment.
- Highly organized, detail-oriented, and self-motivated, with the ability to manage multiple priorities and meet deadlines independently.



- Strong written and verbal communication skills, including professional phone and email etiquette and the ability to proofread and edit written materials.
- Proficient in Microsoft Office Suite and common office technology; ability to learn new software systems. Experience with CRM or registration software is strongly preferred.
- Ability to build positive relationships with a wide variety of individuals, including staff, program participants, parents, and community partners.
- Familiarity with child development and behavior management best practices is desirable.
- Physically able to walk trails, climb stairs, lift/move up to 50 lbs., and respond to emergencies. Current First Aid/CPR certification or willingness to obtain is preferred.
- Must be willing to work occasional evenings or weekends to support programs or special events.
- Valid driver's license and reliable personal transportation required.
- Must be legally authorized to work in the United States and pass a background check, consistent with applicable laws.

#### **Attitudes and Personal Characteristics**

- Enthusiastic, outgoing, and flexible, with a genuine interest in environmental education and working with both children and adults.
- Demonstrates professionalism, patience, and a positive demeanor in all interactions.
- Strong initiative and ability to work independently while contributing effectively to a team.
- Exercises sound judgment and adaptability when making decisions, especially in fast-paced or dynamic situations.
- Committed to upholding organizational values of inclusivity, respect, and environmental stewardship.

#### **Time Commitment**

The Program Administrator and Registrar is a full-time, non-exempt position totaling 40 hours per week. The standard schedule typically includes five 7.5-hour workdays, plus a half-hour unpaid lunch break each day. Regular, in-person availability is required during core business hours of 9:00 AM to 5:00 PM. Occasional evening and weekend hours are expected to support program needs and special events. Tenaflly Nature Center operates year-round, offering programming seven days a week between the hours of 9:00 AM and 9:00 PM.

#### **Expected Start Date**

As Soon As Possible

#### **Salary Range**

\$45,000-\$50,000 annually with benefits. Annual increase opportunity and bonuses based on performance.

#### **Benefits**

TNC offers full-time employees health, dental, vision, and life insurance; 403(b) retirement programs and match; vacation, personal, sick and compensatory time, training and professional development opportunities, a complimentary TNC family membership and credit available for any TNC program (ex. camp).

Tenaflly Nature Center is committed to building a staff that reflects the communities and students we serve and is an Equal Opportunity Employer.



TENAFLY  
*Nature Center*

**POSITION DESCRIPTION:  
PROGRAM ADMINISTRATOR AND REGISTRAR**

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Send cover letter, resume, and three professional references to the Executive Director, Debora Davidson: [ddavidson@TenaFlyNC.org](mailto:ddavidson@TenaFlyNC.org). **No calls please.**