

NATIONAL SPELEOLOGICAL SOCIETY, INC.



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DEDICATED TO THE EXPLORATION, STUDY, AND CONSERVATION OF CAVES

EDUCATION & TRAINING DIVISION HEAD

Location: Remote
Reports to: Executive Director
Category: Volunteer
Contact: bog@caves.org

About the NSS

Founded in 1941, the NSS is the largest membership organization dedicated to caves & caving. Composed of over 8,000 members and 250+ local chapters - known as grottos - we connect cavers so they can explore, study and conserve caves worldwide. efforts

About the Education & Training Division Head Position

Education & Training are central to the mission of the NSS and both are core functions of the organization. The NSS is looking for an Division Head to successfully lead the Teams in this department to achieve our approved [5-year Strategic Plan](#), which may include advising Teams on their goals, periodically participating in meetings, prioritizing effort, and ensuring teams have the resources they require. This Division manages the development and delivery of Educational resources for the public and membership such as creation of educational content, the Speleoguest program, brochures, and education grant distribution. In addition, this Division houses the two major Commissions of the Society - the National Cave Rescue Commission which trains cavers on rescue techniques and the Vertical Training Commission who provides vertical caving training. The Education & Training Department Head will report to the Executive Director (or Interim Executive Director) on department activities quarterly and meet with them regularly (monthly or as needed). A successful Division Head has the management skills and experience to protect the interest of the Society, manage and resolve challenges, and instill respect and confidence across the team and membership.

Key Responsibilities

- Manage all Teams (Training, Education & Outreach) and their Team Leads within the Division.
- Work hand in hand with the Executive Director (ED) to accomplish the Society's mission.
- Keep the ED informed of developments and issues promptly. Compile quarterly reporting from committees 30 days ahead of Board Meetings.
- Guide Teams, ensuring alignment with the Strategic Plan and resource availability. When possible, attend Team meetings as an ex-officio member, when possible, via Zoom or in person.
- Foster Team spirit by inspiring and recognizing efforts of teammates. Develop and update—with Board approval—a Team Handbook for each Department as needed. Ensure compliance. Resolve vacancies, resource gaps, and interpersonal conflicts effectively.
- Work with the S/T and ED to develop an appropriate annual budget for the Division.
- Monitor spending within the Division's budget. Approve/manage invoices, reimbursements, and grant dispersal.
- Manage the Following Departments, supervising direct reports and filling vacancies as needed:

Training Department

- Oversee the work of NCRC as they develop, maintain, and organize the dissemination of cave rescue skills training.
- Oversee the work of VTC as they develop, maintain, and organize the dissemination of vertical caving skills.
- Share opportunities for the Safety & Techniques Committee to share best practices, testing or recommendations around vertical caving and rope techniques or gear.

Education Department

- Coordinate and manage the NSS' Educational Teams. Interface with the other major NSS Divisions to assess their educational content (brochures, displays, presentations, social media information) needs and communication action needed to the appropriate Team.
- Review and approve, if deserving, grants for initiatives that promote cave and karst education or education programs for K-12 students



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- Monitor and promote the work of the Speleoguest program to stakeholders and potential speaker volunteers.

Required Qualifications

- 3+ years of relevant work or volunteering experience, Bachelor's degree or higher preferred.
- Ability to represent the organization professionally internally and
- Exceptional program leadership skills, with ability to create a vision and lead a team to deliver it.
- Talented people manager, with a proven track record of successfully supporting high-performance from volunteer staff and indirect collaborators. Exceptional self-management and upward management skills.
- Individual with a positive, affable, and approachable manner, who cares about the work of and the people on their team. Promotes a constructive and fun teamwork-oriented work environment.
- Ability to build strong relationships with volunteer, remote teams within and across Divisions. Strong interpersonal skills and ability to engage effectively with internal and external stakeholders. Can resolve interpersonal conflicts within and across Teams, Divisions, and Departments.
- Demonstrated ability to anticipate strategic program needs and risks, taking the initiative to address them.
- Action-oriented, flexible problem-solver with an ability to manage multiple varied teams, develop solutions to obstacles and resource gaps, embrace and communicate effectively through ambiguity, and drive task completion.
- Willingness to roll up sleeves and ability to overcome barriers and setbacks.
- Excellent written and oral communication skills and ability to operate collaboratively in an online environment with coworkers using Google Workspace or Microsoft 365 Products.
- Work experience (3+yrs) in Education, Teaching, Training Programs, or Curriculum Development disciplines.
- Knowledge of current research, trends, businesses or organizations that offer training for rope and rescue skills is a plus.

The NSS is committed to diversity and inclusion. All individuals, regardless of personal characteristics, are encouraged to apply.