

HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
An Equal Opportunity Employer

Administrative Assistant – John Dorr Nature Laboratory

This position is a twelve month, full-time support staff position reporting to the Director of the John Dorr Nature Laboratory located in Washington, CT. This position requires both clerical and technical skills needed to assist the Director with all aspects of the day-to-day operations of the John Dorr Nature Laboratory. Candidate must be detail oriented, well-organized, have excellent verbal and written communication skills and the ability to handle multiple tasks. Excellent computer skills and familiarity with Word and Excel required.

The John Dorr Nature Laboratory is one of the four campuses of the Horace Mann School and is the school's 320-acre outdoor education center. The school is an independent coeducational day school located in New York City. The Dorr Lab is located in Washington, Connecticut, a small community in the western part of the state. The rural setting of the campus provides an ideal site for adventure and environmental education programs. Programs are conducted for students in nursery years through twelfth grade, lasting from one to eight days. All programs are designed to enhance the curriculum at each grade level. However, the one thread common to all the programs is that they emphasize the cooperative aspects of learning and living as opposed to competition and individualization.

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2019, the School enrolls 1,786 students representing 145 zip codes, with 42% self-identified students of color. For 2019-20, 14% of the students receive need-based Financial Aid. Twenty-eight percent of School administrators, teachers and staff members identify as people of color. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's recent \$100 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

Interested candidates should send resume and cover letter to: Glenn Sherratt, Director, John Dorr Nature Laboratory of Horace Mann School, P.O.Box 290, Washington Depot, CT 06794-0290 or email Glenn_Sherratt@horacemann.org.