



2525 N Avenue | National City, CA 91950 | (619) 434-4260 | www.olivewoodgardens.org

Job Description

Garden Educator

Summary: The purpose of the Olivewood Gardens teaching gardens is to introduce children and families to environmental stewardship, urban agriculture, and healthy foods in order to empower them to make healthy choices for themselves and the environment. The Garden Educator prepares and delivers garden lessons as part of our children's field trip program here at Olivewood Gardens and Learning Center as well as classes for adults and high school students. Olivewood Programs include our children's field trip program, adult farm-to-table cooking classes, monthly gardening classes, educator trainings and school support, volunteer and internship program, and our renowned Cooking for Salud™ program.

Specific responsibilities include preparing and conducting the hands-on gardening education program, by assisting in the development of gardening curriculum for the children's field trips, adult gardening classes and the high school internships. Needs to be able to teach or lead garden lessons for children, teens, and adults.

Garden Educator Duties:

- Assist in developing of hands-on garden lesson plans for children, teens, and adults
- Leads the garden lessons of the children's field trips
- Prepares materials and garden space for lessons
- Leads or teaches gardening classes for adults
- Assists in the promotion and marketing of the hands on gardening programs.
- Leads the high school internship program, including promotion of the program, development of the lessons, and teaching/leading the lessons and activities.
- Guides interns and volunteers in the day-to-day operation of an interactive, teaching garden



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Competency:

To perform the job successfully, an individual should demonstrate the following competencies.

- Attendance/Punctuality- is consistently at work and on time.
- Dependability- Follows instructions responds to management instructions.
- Completes task on time or notifies appropriate person with alternate plan.
- Quality- Monitors own work to insure quality.
- Quantity- Meets productivity standards Completes work in a timely manner, looks for ways to increase efficiency.
- Takes responsibility for own actions.
- Motivation-Demonstrates persistence and over comes obstacles
- Attitude- Works well with others and takes instructions and criticisms well.
- Safety and security- Observes safety and security procedures. Remedies or reports any unsafe conditions. Uses equipment in a safe and secure manner.
- Able to communicate well both verbally and in writing
- Sets an example for youth to follow and is a good role model.

OCCASIONAL DUTIES

Special Events

- Provide support for annual fundraising dinner and donor events.

SUPERVISION AND REPORTING

This is a part-time non-exempt grant-funded position with a Monday-Friday work schedule of 20-25 hours per week. Regular evening or weekend work may be required. This position is an at-will position, is funding-dependent, and the employee reports to the Gardens and Facilities Manager.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Education/Experience:

- Bachelor's Degree in agriculture, environmental education, or related field preferred
- Minimum of 2 years related experience and/or training in garden education, gardening or farming, environmental education, teaching children or equivalent combination of education and experience in classroom or garden/farm setting.
- Proven ability to successfully deliver educational programs for children and adults
- Commitment to healthy eating and garden based nutrition education
- Must have basic knowledge of gardening safety

Interpersonal Skills:

- Strong interpersonal and teamwork skills
- Comfortable working with supervisor, staff, interns, and volunteers
- Flexible in fast-paced and unpredictable environments. Able to weigh multiple factors to act quickly, decisively, and diplomatically.
- Proven experience working with people of different cultures and backgrounds

Language Ability:

- Must be fluent in English and have at least conversational level of Spanish
- Excellent verbal and written communication skills
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office (Word, Excel, Google Apps) and basic social media platforms (Facebook, Instagram, Twitter)

Certificates and Licenses:

Acceptable DMV record and valid driver's license required



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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work with frequent interruption and simultaneously supervise tasks
- Ability to stand, stoop, reach and bend. Mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects
- Ability to read small print
- Ability to stand for long period and walk long distances
- Ability to lift, push and/or pull objects, which may approximate 40 pounds
- Ability to work with and near, equipment with moving mechanical parts
- Ability to work outdoors and tolerate varying weather conditions
- Ability to smell, taste and feel, in order to determine quality of raw food products
- Specific vision abilities required by this job include Close vision, Distance vision and Peripheral vision
- Ability to use hands to finger, handle, or feel
- Ability to climb or balance; stoop, kneel, crouch, or crawl

About Olivewood Gardens and Learning Center: The mission of Olivewood Gardens is to connect and empower students and families from diverse backgrounds to be healthy and active citizens through organic gardening, environmental stewardship, and nutrition education. Once the home of the Walton family, the organic gardens on the property have been cultivated for over 20 years, providing organic produce for the community. Now the site of our nutrition and garden education center, the unique 7-acre property is located in National City, where the rates of childhood obesity and Type 2 Diabetes are higher than the County average. In our first 6 years, Olivewood has received over 50,000 visits from children and family members from throughout San Diego County who are learning about food, health, and the natural environment. Olivewood has developed a children's field trip program, a parent education series, community classes and events, and family programs – all with the purpose of improving health through food. Olivewood serves over 2,000 students and 2,000 adults per year, with a special emphasis on low-income, urban populations with limited opportunities for nature-based learning. Our volunteer team of nearly 400 includes horticulturists, chefs, nutrition educators, graduate students, and community members.

To Apply: Please send your letter of interest and résumé to Leonard@olivewoodgardens.org with "Garden Educator" in the Subject Line. Please include your desired rate of pay.