



## **Job Description – Director of Programs**

**Summary:** The mission of Olivewood Gardens and Learning Center is to 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 teaching gardens on the property have been cultivated for over 20 years. 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 7 years, Olivewood received over 65,000 visits from children and family members from throughout San Diego County who are learning about food, health, and the natural environment.

The Director of Programs oversees the coordination and administration of all of the educational programs here at Olivewood Gardens and Learning Center. Programs include our children’s nutrition education program, Cooking for Salud™ parent education series, volunteer and internship programs, community and family programs, adult farm-to-table cooking classes, school wellness support, and Kitchenistas Community Engagement program.

### **ESSENTIAL DUTIES**

#### ***PROGRAM DEVELOPMENT 20%***

- Develop educational programs for children and adults with the primary goal of changing eating behaviors
- Create data-driven, research-based curriculum through coordination with community partnerships
- Review and revise children’s program curriculum, including correlation with Common Core State Standards, Next Generation Science Standards (NGSS), and CA Health Standards
- Assess and design programs for school wellness support, including educator training academies on school garden implementation and garden based nutrition education strategies
- Collaborate with Development Team on new program development, measuring program outcomes, grant writing, and prospect cultivation
- Work to build effective wellness practices into local schools and school districts through policies and systems
- Modify curriculum for program replication purposes as needed (funding dependent)
- Work with Executive Director to manage program budget



***PROGRAM MANAGEMENT 25%***

- Lead all program staff members in orientation and appropriate professional development in accordance with organizational standards and practices
- Monitor program activities on a regular basis and evaluate program effectiveness based on evaluation framework
- Train and mentor Kitchenistas to facilitate nutrition education curriculum for Community Engagement program
- Guide Nutrition Educator and Garden Educator on best practices for delivering instruction for children, adults, and families in an interactive, teaching kitchen and garden
- Support Schools Coordinator on children's program curriculum, as well as partnership development with local schools and districts
- Oversee the collection and maintenance of reporting and evaluation procedures for internship and volunteer program

***PROGRAM EVALUATION 25%***

- Develop and critique evaluation protocol for programs to maximize impact
- Review and modify goals and indicators of program activities
- Analyze evaluation data and make necessary program adjustments or pilot programs
- Prepare grant reports and documentation for program funders
- Prepare and present program impact reports for the Executive Director, Board of Directors, and prospects

***STAFF, VOLUNTEER, AND INTERN MANAGEMENT 25%***

- Train, mentor, and collaborate with program staff, interns, and volunteers
- Identify, gather, and communicate strategic feedback to Schools Coordinator, Coordinator of Volunteers and Outreach, Garden Educator, and Nutrition Educator to maximize program impact
- Ensure an engaging and rewarding experience for volunteers and interns
- Support intern progress and project development
- Be a role model of respect, curiosity, learning, and encourage staff, volunteer, intern interests/talents

***COMMUNICATION AND OUTREACH 5%***

- Participate in Olivewood staff meetings
- Collaborate with San Diego County school districts, wellness committees, Community Health Improvement partners, San Diego County School Garden Collaborative, and other partners
- Represent Olivewood Gardens in the community at professional and community events



### **SUPERVISION AND REPORTING**

This is a full time exempt grant-funded position with a Monday-Friday work schedule. Regular evening or weekend work may be required. This position is an at-will position, is funding-dependent, and the employee reports to the Executive Director.

### **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.

#### **Education/Experience:**

- Bachelor's Degree in education, public health, or related field
- More than 3 years related experience and/or training in program management or coordination in the fields of education, health, agriculture, culinary arts, physical fitness; or equivalent combination of education and experience in public or private setting
- Proven ability to successfully manage multiple educational programs
- Commitment to healthy eating and wellness

#### **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:**

- Excellent verbal and written communication skills
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups
- Spanish language skills preferred

#### **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, Outlook) and basic social media platforms (Facebook, Instagram, Twitter).



**Certificates and Licenses:**

Acceptable DMV record and valid driver's license required.

**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 over uneven and unimproved surfaces in a garden or urban agricultural environment
- Ability to lift, push and/or pull objects up to 40 pounds
- Ability to work with and near, equipment with moving mechanical parts
- Ability to work outdoors and tolerate varying weather conditions
- Ability to use and look at small electronic devices (e.g., computer, tablet or smart phone)

**To Apply:** Please send a cover letter and résumé to [info@olivewoodgardens.org](mailto:info@olivewoodgardens.org) with "Director of Programs" in the Subject Line.

*Olivewood Gardens and Learning Center provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.*