



Job Description: Schools Coordinator

Location: San Diego, CA

Schedule: Monday to Friday, occasional evening & weekends required

Reports to: Director of Programs

Compensation: \$14 - \$16 hourly rate

Classification: Part-time, Non-exempt

Benefits: Sick pay is provided.

Olivewood Gardens:

Scope of Work: The Schools Coordinator organizes and coordinates school-related programs at Olivewood Gardens. Programs include the children's field trip program, teacher training academy and school and parent support. Other one-day programs are also included. The Schools Coordinator understands school wellness policies and is responsible for promoting, recruiting, and coordinating with schools to ensure that school wellness is supported by our programs.

Job Summary: Specific responsibilities include outreach to schools (administrators, teachers, and parent-teacher associations), scheduling and providing pre-visit materials to schools, supervising the field trip program and occasionally teaching lessons, collecting program evaluation data and supervising interns in inputting and analyzing data, and guiding interns and volunteers in the day to day operation of our interactive field trip program. Additional duties include presentations to schools and parent-teacher associations, and support for our teacher training academies.

ESSENTIAL JOB FUNCTIONS

- Ability to handle multiple tasks and competing priorities or deadlines
- Ability to work in an open office setting in a collaborative team environment
- Ability to actively engage and develop positive relationships with team members, volunteers, interns and external partners

Duties and Responsibilities

COMMUNICATION AND OUTREACH

- Scheduling and Communication – schedule field trips with appropriate time for planning, provide clear communication with schools and Olivewood staff
Teacher/School Communication – Maintain active email list and mailing list for all participating schools including administrative contacts, teachers, and parent-teacher association contacts; Send regular email updates and solicit comments and acknowledgements.
- Program Promotion – contact all eligible schools and groups on a quarterly basis and direct schools to grant opportunities.



- Participate in Olivewood staff meetings
- Engage the use of social media to post weekly updates of the field trip program
- Represent Olivewood Gardens in the community at professional and community events
- Have a sound understanding of school wellness policies and the role of school gardens as an educational tool.

PROGRAM IMPLEMENTATION

- Understand program goals and evaluation tools to measure outcomes and impact of programs
- Children's' Field Trip Coordination/Supervision – Oversee field trips to ensure smooth delivery, supervise and place volunteers and interns in optimal learning opportunities
- Teaching/Training – Occasionally teach children's lessons including environmental science, nutrition, gardening, and/or cooking. Model lessons for new volunteers and interns.
- Support for Teachers – promote teacher training academies and visit school sites to meet with teachers and school teams.
- Reporting – Collect data for quarterly and annual reports
- Registration – Create online registration forms for programs with automated confirmations and waitlist notifications
- Prepare and organize instructional materials including maintenance and replacement of consumable materials.
- Be a role model of respect, curiosity for learning and encourage students' interests and talents
- Collaborate with Program staff to coordinate lessons for upcoming programs

VOLUNTEER AND INTERN SUPERVISION

- Ensure an engaging and rewarding experience for volunteers and interns
- Recruit volunteers and interns for the children's programs
- Provide orientation and support for Program Coordination interns
- Gather and communicate feedback regarding volunteer and intern performance

SUPERVISION AND REPORTING

This is a part-time (25 hours per week) grant-funded position. Position is dependent on continued grant funding. 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 Director of Programs.

Education/Experience:

- Associate's Degree or higher in early childhood education, nutrition, education, public health, or related field preferred



- More than 2 years related experience and/or training working with schools, teaching children or adults, managing an after-school program or day-camp, or equivalent combination of education and experience.
- Proven ability to successfully coordinate a children's program
- Strong presentation and/or teaching skills
- Commitment to healthy eating and environmental stewardship education
- Experience with school, community, or home gardening is preferred

Interpersonal Skills:

- Strong interpersonal and teamwork skills
- Comfortable working with supervisor, co-workers, employees, 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 and English is 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 concrete variables in standardized situations

Computer Skills:

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

Certificates and Licenses:

Servsafe Certification

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 of the job.

- Ability to work with frequent interruption and to simultaneously supervise a variety of 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 in the proximity of, equipment with moving mechanical parts
- Ability to work outdoors and tolerate varying weather conditions
- Frequent walking over uneven and unpaved areas, and/or standing is required
- Employee must talk and hear
- Extensive use of the computer and other administrative duties

To apply for position please submit cover letter and resume to callie@olivewoodgardens.org