



Job Description: Environmental Education Specialist

Location: San Diego, CA

Schedule: Full-time, occasional evening & weekends required

Reports to: Director of Programs

Compensation: \$12-\$16 per hour

Classification: Full-time, Non-exempt

Benefits: Comprehensive benefits plan including medical, dental/vision and vacation hours.

Scope of Work: Responsible for delivering garden and environmental science lessons for programs including children's program, adult, and teen programs. Accountable to prepare and conduct hands-on lessons and update and develop curriculum as needed. Also responsible for garden support including planting, harvesting, watering, and weeding and supporting garden interns and volunteers.

Duties and Responsibilities (this does not include all tasks associated with position)

Garden Education:

- Assist in developing hands-on garden and environmental science lesson plans for children, teens, and adults
- Leads the garden/environmental education lesson for children's field trip
- Prepares materials for lessons
- Leads high school urban agriculture internship program, including promoting the program, developing lessons and teaching/leading lessons and activities.
- Guides interns and volunteers in the day-to-day operation of an interactive, teaching garden.

Garden Support:

- Conducts ground maintenance activities, such as maintaining the gardens, composting, growing food, caring for animals, mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves and refuse.
- Plants, irrigates, cultivates, fertilizes and weeds gardens
- Supports garden volunteers in activities
- Mixes soils, makes cuttings, transplants seedlings, trims hedges and stakes and prunes trees;
- Performs sprinkler system repair, maintenance and troubleshooting;
- Applies herbicides and insecticides;
- Digs ditches and holes;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- General cleaning and upkeep of buildings, including dusting, sweeping, mopping and washing windows



Occasional Duties:

- Provide support for annual events, including fundraising dinner and donor events
- Other duties as needed such as reporting, public presentations, etc.
- Represent Olivewood Gardens in the community at professional and community events

Minimum Qualifications:

- BA or BS degree in agriculture, environmental education, or related field preferred
- Minimum two-years' experience and/or training in garden education, gardening or farming, environmental education, teaching children or equivalent combination of education and experience in an outdoor or classroom setting
- Proven ability to successfully deliver educational programs for children and adults
- Organized and detail-oriented with demonstrated ability to complete tasks on deadline
- Possess project management/organizational skills, calendaring, including contract and budget compliance using spreadsheets
- Commitment to healthy eating and garden and nutrition education
- Savvy in Microsoft Suite
- Farming/gardening/culinary experiences preferred
- Must have basic knowledge of gardening safety
- Proven experience working with people of different cultures and backgrounds
- English/Spanish preferred
- Acceptable DMV record and valid driver's license required
- Upon hire must pass background check
- Ability to communicate professionally in front of groups of children and adults
- Strong interpersonal and teamwork skills

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



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.

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 4,500 children and adults per year, with a special emphasis on low-income, urban populations with limited opportunities for nature-based learning. Our volunteer team of over 400 includes horticulturists, chefs, nutrition and healthcare professionals, high school and college students, and community members.