



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

Job Description: Director of Programs

Location: National City, CA

Schedule: Full-time, occasional evening & weekends required

Reports to: Executive Director

Supervises: Two full-time and four part-time educators

Classification: Full Time, Exempt

Salary: \$55,000 to \$62,000 annually based on experience

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

**Scope of Work:** The Director of Programs oversees the coordination and administration of all of the educational programs 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. As an organization rooted in community, this role requires active participation in anti-racist work, and a commitment to equity and inclusion.

### **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
- Support and create connections between garden production and nutrition education



***PROGRAM AND TEAM 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 and Garden Educators 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
- Develop and support annual performance plan for staff tied to strategic plan
- Support volunteer coordinator in developing and supporting nearly 400 volunteers annually
- Ensure quality control and food safety protocols

***PROGRAM EVALUATION 25%***

- Develop and critique evaluation protocol for programs to maximize impact
- Review and modify theory of change, 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, Environmental Education Specialist, Cooking for Salud Coordinator, and Nutrition Educators to maximize program impact
- Ensure an engaging and rewarding experience for volunteers and interns
- Support high school, college, and RDN 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
- Manage and plan programming calendar
- 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

## **QUALIFICATIONS**

Olivewood is committed to hiring the best candidate to fit the organization needs and future growth. 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. As a director level position, this person is required to manage multiple projects and programs at a time.

### **Education/Experience:**

- Bachelor's Degree in education, public health, or related field or related experience
- Master's degree in public health, Education, Registered Dietitian, or similar education preferred
- At least five years related experience and/or training in program management or coordination in the fields of education, nutrition, health, agriculture, culinary arts, physical fitness; or equivalent combination of education and experience in public or private setting
- At least three years related experience managing and supporting professional staff
- Proven ability to successfully manage multiple educational programs
- Commitment to healthy eating and wellness
- Commitment to diversity and equity

### **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 and present effectively before groups
- Spanish language skills preferred
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### **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). Experience in Canva or other design platforms and virtual meeting platforms a plus.

**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 [jobs@olivewoodgardens.org](mailto:jobs@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.*