



**Job Description:** Environmental Education Specialist

**Location:** San Diego, CA

**Schedule:** Part-time, occasional evening & weekends required, up to 25 hours/week

**Reports to:** Director of Programs

**Compensation:** \$16-\$17 per hour

**Classification:** Part-time, Non-exempt

**Benefits:** Eligible for sick time

**Scope of Work:** As part of the education team, responsible for delivering garden and environmental science lessons for youth programs. Accountable to prepare and conduct hands-on lessons and update and develop curriculum as needed. As an organization rooted in community, this role requires active participation in anti-racist work and a commitment to diversity and inclusion.

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

**Program Delivery:**

- Assists in developing a hands-on garden and environmental science lesson plans for children, teens, and adults
- Leads the garden/environmental education lesson for children's field trips
- Prepares materials for lessons
- Develops and updates lesson plans according to Next Generation Standards and Common Core curriculum
- Develops and implements supplemental programs for youth including Garden Explorers program
- Supports interns and volunteers in the day-to-day operation of an interactive teaching garden.
- Coordinates with Garden Support Manager and Nutrition Educator to coordinate planting and harvesting in line with educational activities
- Reviews goals, objectives, and indicators for garden programs
- Enters evaluation data for analysis
- Reviews and analyzes evaluation data to improve program curriculum
- Prepares reports as needed for funding and marketing efforts

**Communication and Outreach**

- Participates in Olivewood program team and staff meetings
- Collaborates with community partners
- Engages the use of marketing platforms and social media to create promotional material for adult programs
- Represents Olivewood Gardens in the community at professional and community events
- Provides support for annual fundraising events, community Day of Play, and donor events



**Minimum Qualifications:**

- BA or BS degree in agriculture, environmental education, or related field preferred or relevant experience
- 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

**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



**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 and Learning Center is to inspire youth and adults 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 8-acre property is located in National City. Since 2010 Olivewood has received over 100,000 visits from children and family members from throughout San Diego County who are learning about food, health, and the natural environment.

**To apply: Submit your resume and cover letter to: [jobs@olivewoodgardens.org](mailto:jobs@olivewoodgardens.org)**