



Job Description: Environmental Education Specialist

Location: San Diego, CA

Schedule: Full-time, occasional evening & weekends required

Reports to: Director of Youth Programs

Compensation: \$17-\$19 per hour

Classification: Full-time; Non-exempt

Benefits: Eligible for health benefits including medical, dental, vision and life insurance. Vacation and holiday pay and optional 403B plan.

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 an-racist work and a commitment to diversity and inclusion.

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

Program Delivery:

- Assist in developing hands-on garden and environmental science lesson plans for children and teens
- Lead the garden/environmental education lesson for children's field trip and high school leadership programs
- Prepare materials for lessons
- Collaborate with children's program team to develop and update lesson plans according to Next Generation Standards and Common Core curriculum
- Develop and implement supplemental programs for youth including Garden Explorers program
- Develop and coordinate garden-based high school internship program(s), including Sustainable Urban Agriculture program
- Collaborate with Olivewood team members and regional partners to develop and coordinate youth social justice coalition
- Support interns and volunteers in the day-to-day operation of an interactive teaching garden
- Coordinate with Garden Support Specialist and Nutrition Education Specialist to coordinate planning and harvesting in line with educational activities
- Support garden maintenance and growing activities, as needed
- Review goals, objectives, and indicators for garden programs
- Enter evaluation data for analysis
- Review and analyze evaluation data to improve program curriculum and delivery
- Prepare reports as needed for funding and marketing efforts

Communication and Outreach

- Participate in Olivewood program team and staff meetings
- Collaborate with community partners



- Engage the use of marketing platforms and social media to create promotional material for fee-based youth programs
- Represent Olivewood Gardens in the community at professional and community events
- Provide support for annual fundraising events, community Day of Play, and donor events

Minimum Qualifications:

- 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 design and deliver educational programs for children
- Organized and detail-oriented with demonstrated ability to complete tasks on deadline
- Project management and organizational skills including use of calendars and spreadsheets
- Strong group facilitation skills including the ability to educate diverse audiences and ages
- Commitment to healthy eating, garden education, and nutrition education
- Commitment to diversity and equity
- English/conversational Spanish preferred
- Acceptable DMV record and valid driver's license required.
- Upon hire must pass background check.
- Proof of Covid-19 vaccination required

Interpersonal Skills:

- Strong interpersonal and teamwork skills.
- Comfortable working with a 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.
- Ability to communicate professionally in front of groups of children and adults.

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 interruptions 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 inspire youth and adults to be healthy and active citizens through organic gardening, environmental stewardship, and nutrition education. 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, Olivewood champions health equity and food justice through education, access, and advocacy. The unique 8-acre property is located in National City.

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.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Olivewood, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experiences don't align perfectly with every qualification listed, we encourage you to apply anyways. You may be just the right candidate for this position.

To apply: Submit your resume and cover letter to: jobs@olivewoodgardens.org with the subject line 'Environmental Education Specialist'.