Job Opportunity

1-4-22 Garden Educator, Garden School Foundation, Carson, 1-22-22 deadline

Job Title
Garden Educator

Agency
Garden School Foundation (GSF)

Location
Carson, California

Pay Rate
$20-$22 per hour

OVERVIEW

The Garden Educator conducts the Seed to Table education program at two of our GSF's school gardens in Carson, Annalee Elementary and Leapwood Avenue Elementary. Duties include: conduct garden based science and nutritional cooking classes in the garden and in a cooking classroom, following the GSF curriculum; cultivate a positive working relationship with your host schools; help train and oversee interns and volunteers; attend occasional evening and weekend school events, including Community Garden Days; maintain the gardens and classroom areas; conduct tours of the gardens and host an array of visitors; and assist with off-site events, workshops, and other special tasks as assigned. The Garden Educator will work directly with the GSF Programs Manager and Executive Director, our Carson based funding partner, the Los Angeles Galaxy Foundation, school staff and parent community, and fellow GSF staff and volunteers.

This is a full-time, non-exempt, hourly position at 40 hours/week, with a two-month, unpaid summer hiatus each year. Occasional weekend and evening duties required. While the current assignment for this position is Annalee Elementary and Leapwood Elementary in Carson, school assignments may vary from year to year. Employees must use their own cell phone/computer for GSF communications and business. Compensation is $20.00 - $22.00 per hour and based on experience. Garden School Foundation offers paid vacation and health insurance to eligible full-time employees. Training for this position along with a garden installation project would ideally begin January 24th, 2022.

RESPONSIBILITIES

<u>Core Teaching, Sept. - June</u>
● Plan and implement garden and cooking classes in the garden and in cooking classrooms using our Standards aligned, K-5th Seed to Table curriculum.
● Purchase, prepare, and maintain all teaching and cooking supplies (note: Garden Educators purchase supplies with their own funds and are then reimbursed; should this present an undue hardship, other arrangements can be considered).
● Work with school leadership, staff, and classroom teachers to schedule the rotation of classes and align GSF lessons with classroom teachers' instructional priorities whenever possible.
● Conduct GSF's pre- and post-program surveys for students, parents, and teachers.
● Secure GSF's tasting waivers for all students.
● Work with interns to develop their teaching and gardening skills.
● Work with L.A. Galaxy staff and student volunteers on garden projects.

● Conduct tours of your garden to a diverse array of visitors, as needed.

Cultivate School Relationship

● Organize and lead occasional weekend Community Garden Days at your schools.
● Serve as the GSF representative to your assigned schools, building a strong and mutually beneficial relationship between GSF and the schools; attend teacher PD meetings, PTA meetings, Back-to-School night, and other special school events as assigned; share and promote GSF's programs and events within the school community.
● Maintain ongoing, regular communication with school staff regarding updates, issues, or problems.

Maintenance

● Maintaining the gardens; weed, water, mulch, tirm, prune, plant, tend and harvest.
● Maintain the cooking classrooms, ensuring that our facilities are clean, safe, and welcoming.
● Keep all classroom and teaching supplies stocked and accounted for, stored neatly, and in proper working order; alert GSF to any facilities, maintenance, or pest issues.

Organizational Duties

● Attend mandatory monthly evening GSF staff meetings as well as occasional trainings and professional events, as assigned.
● Have the capacity to use one's own cell phone and computer equipment (GSF does not maintain a traditional office, and instead provides a $50/month "tech stipend").
● Maintain timely and regular phone, text, and email communication with GSF staff and outside colleagues, including L.A. Galaxy staff, as needed.
● Help coordinate photo documentation of classes and secure photo permissions.
● Assist with additional fundraising, partner, workshop, and other GSF events, as assigned.
● Liaise with similar or partner organizations and professional groups across our sector, as assigned, and attend relevant meetings, as assigned.

Summer Duties

● The Garden Educator is a 10-month position, with an unpaid teaching hiatus from roughly June 10 to Aug. 20 (summer start and end dates may vary slightly each school year).
● If funding permits, this position may be offered some additional hours to assist with our City Seedlings Summer Camp (typically, the last two-three weeks of June and the 2nd week of July), and garden maintenance at our eight GSF school sites, as needed.

Required Knowledge, Skills And Abilities

● 3+ years teaching experience in an outdoor setting or elementary school setting.
● Ability to work flexibly, to multitask, and to problem solve independently within a dynamic public school environment.
● Knowledge of organic gardening, environmental science, and California's growing seasons.
● Experience with project-based learning.
● Basic knowledge of raw cooking and food prep.
● Experience working with and/or managing volunteers and interns.
● Fluency in Spanish.
● A passion for elementary students and competency working with students and families from varying economic and cultural backgrounds.
● Strong experience in collaboration and site coordination.
● An unyieldingly positive attitude.
● The ability to lift up to 50 lbs.

Application Mode

To apply, please send a brief cover letter, resume, and three references to our Program Manager Rachel Black, rachel@gardenschoolfoundation.org. Please indicate “Carson Garden Educator” in the subject heading of your e-mail. Applications will be accepted until the position is filled.

Application Deadline
1/22/2022

Contact For Further Information
Rachel Black, rachel@gardenschoolfoundation.org