

**Position: Temporary Education Programs Coordinator**

Department: Education

Status: Non-Exempt, Temporary, 40 hours per week for 16 weeks- April 1, 2020 to July 21, 2020.

Reports To: Manager of Education Programs

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Under the direction of the Education Programs Manager, the Education Programs Coordinator coordinates all activities pertaining to Descanso's Education Programs including School Programs (field trips, Harvest Garden program, teacher professional development) and Public Programs (festivals, workshops, lectures, summer camp, special events, etc.). This position is highly visible working directly with schools, visitors, and volunteers of Descanso Gardens in addition to working with internal and contracted team members.

**JOB CLASSIFICATION:**

This is a Temporary (40 hr/week) non-exempt position and may include evening and/or weekend hours, depending on the needs of the organization for 16 weeks- from April 1, 2020 to July 21, 2020.

At time of hire, the agreed upon schedule is Tuesday through Saturday, 8:30am – 5:00pm. The Education Programs Coordinator is provided two ten-minute rest breaks and a 30 minute unpaid meal break daily.

**ESSENTIAL FUNCTIONS OF THE POSITION include but are not limited to:**

- Coordinates school visits, public programs, and other events.
- Interfaces with outside contractors and internal staff to ensure excellent visitor experiences at programs.
- Participates in program evaluation, interpretive planning, and strategic planning for Education Programs.
- Oversees content development, logistics, facilitation and implementation of programs, with a focus on school and teacher programs.
- Oversees field trip booking and reservation process.
- Greets school groups upon arrival to Descanso Gardens. Interfaces with Descanso volunteers, staff, and visiting teachers and students to ensure smooth entrance of school groups into the gardens.
- Responsible for conducting outreach to schools and educators to support field trip attendance and participation in school and teacher programs.
- Supports and coordinates volunteer/docent activities including regular docent meetings, communications and trainings.
- Conducts school tours as assigned.
- Assists with coordinating and facilitating Summer Camp program.
- Responsible for completing contracts, grounds reservations, set-up and work-order requests, class and event registration and rosters.
- Responds to Education program inquiries by phone, email and other modes of communication.
- Maintains department calendar including school programs and public programs.
- Responsible for inventory, ordering, and maintenance of tools, equipment, supplies used within the Education programs.
- Produces routine reports, manuals, correspondence; respond to inquiries or complaints from members, the public, staff or vendors; process routine requests for payments in a timely manner.
- Other duties as assigned.

**EQUIPMENT USED and PHYSICAL DEMANDS:**

- Computer, phone, fax machine, credit card processing machine, calculator, copier, printer, hand-held (two-way) radio, sound system, projectors, golf cart.

- Must be physically able to walk to various locations within the Gardens, which are not accessible via motor vehicle, and must be able and willing to work outside in all weather conditions.
- This position occasionally requires lifting of up to 15 pounds.

**QUALIFICATIONS and REQUIREMENTS:**

- BA/BS minimum
- 2 years' experience in an education setting required.
- Excellent communication skills, including presentation skills
- Highly developed organizational skills, ability to conceive and implement events from inception to completion.
- Ability to respond flexibly and well in a dynamic work environment
- Other critical attributes include a high degree of warmth, strong interpersonal communication skills and a well-developed sense of humor. It is essential that the candidate have the flexibility and philosophical orientation to function effectively with staff, team members, students, teachers, parents and volunteers. Experience working with volunteers preferred.
- Intermediate knowledge of Microsoft Office, Google calendar and mail.
- Basic knowledge of business processes such as accounts receivables, accounts payables.
- Good working knowledge of computers and familiarity with general office equipment; Computer skills required – MS Office.
- A valid CA Driver's License is required.

**Compensation:** \$16 to \$18 per hour depending on experience and qualifications.

**To apply:** Interested parties may apply by submitting a MS Word or PDF **Letter of Interest and Resume** to [jobs@descansogardens.org](mailto:jobs@descansogardens.org) with TEPC0120 in the subject line. Only those applicants meeting the minimum requirements and submitting all required information may be contacted for further inquiry. We will accept resumes until the position is filled.

No phone calls, please.

Descanso Gardens Guild Inc. acknowledges that equal opportunity for all persons is a fundamental human value. Each employee will be considered on the basis of individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex, or marital status.