

Position: Education Programs Coordinator, Public Programs
Department: Education
Reports To: Manager of Education Programs
Status: Part-Time, Non-Exempt

JOB DESCRIPTION:

A key member of the Education team, the Education Programs Coordinator supports public programs, school programs and volunteer programs at Descanso Gardens. Under the direction of the Manager of Education Programs, the Education Programs Coordinator focuses on public programs (live performances, workshops, lectures, summer camp, art activities, special events, etc.) and assists with School Programs (field trips, Harvest Garden program, teacher professional development) and Volunteer Programs (volunteer recruitment, retention, evaluation, and recognition) as needed. 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 part-time (24-hour/week) non-exempt position and may include evening and/or weekend hours, depending on the needs of the organization. At time of hire, the agreed upon schedule is Wednesday – Saturday, 8:30 am – 3:00pm. The Education Programs Coordinator is provided one ten-minute rest break and a 30-minute unpaid meal break daily.

DUTIES AND RESPONSIBILITIES include but are not limited to:

Essential Functions, under the direction of the Education Programs Manager

- Oversees content development, logistics, facilitation and implementation of programs, with a focus on public programs.
- Interfaces with outside contractors and internal staff to ensure excellent visitor experiences at programs.
- Provides on-site program staffing as required. Roles may include facilitating workshops and programs, checking in program participants, answering visitor questions.
- Coordinates, schedules, trains, and supports public programs volunteers. Assists with general oversight of school programs volunteer opportunities.
- Responsible for completing contracts, grounds reservations, set-up and work-order requests, class and event registration and rosters.
- Participates in program evaluation, interpretive planning, and strategic planning for Education Programs.
- 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, and maintenance of tools, equipment, supplies used within the Education programs.
- Produces routine reports, manuals, correspondence; responds to inquiries or complaints from members, the public, staff or vendors; processes routine requests for payments in a timely manner.
- Other duties as assigned.

EQUIPMENT USED and PHYSICAL DEMANDS:

- Computer, phone, 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:

- College degree or comparable experience in education, science, or related field required.
- 2 years' experience in an education, entertainment or volunteer related environment required.
- 1 year experience in a museum or non-profit setting preferred.
- Flexible schedule including weekends and/or occasional nights is 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.
- High degree of discretion and sense of appropriateness. Ability to manage contractor files, including agreements and payment information, responsibly and respectfully.
- Other critical attributes include a high degree of warmth, strong interpersonal communication skills and a well-developed sense of humour. It is essential that the candidate supports inclusion, diversity, equity and access goals, and has the flexibility and philosophical orientation to function effectively with staff, team members, students, teachers, parents and volunteers.
- Intermediate knowledge of Microsoft Office, Gmail, Google calendar, and Zoom required. Experience with Volgistics and Altru/Blackbaud highly desirable but not required.
- Basic knowledge of business processes such as accounts receivables, accounts payables.
- Good working knowledge of computers and familiarity with general office equipment.
- A valid CA Driver's License is required.
- Bilingual (English/Spanish) preferred, but not required.

COMPENSATION: Up to \$20 per hour

To apply: Interested parties may apply by submitting a MS Word or PDF Letter of Interest and Resume to jobs@descansogardens.org with **EDU-012023** 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.