

## DESCANSO GARDENS JOB DESCRIPTION

Position: Education Programs Coordinator, Harvest Garden  
Department: Education  
EEO Category: Administrative  
Reports To: Director of Education and Public Programs

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### **JOB DESCRIPTION:**

A key member of the Education team, the Education Programs Coordinator, Harvest Garden, works under the direction of the Director of Education and Public Programs to coordinate all activities pertaining to Descanso's Education Programs including Harvest Garden programs, summer camps, special events, field trips, teacher professional developments, events, workshops, and lectures, with a focus on programs occurring in the Harvest Garden space. 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 (25 hour/week) non-exempt position. At time of hire, the general schedule is Monday through Friday, 8:30 am – 1:30 pm, though some evening and/or weekend hours may be required depending on the needs of the organization. The Education Programs Coordinator, Harvest Garden is provided a one ten-minute rest break, and a 30-minute unpaid meal break daily.

### **DUTIES and RESPONSIBILITIES include but are not limited to:**

- Coordinates public programs, school visits, and other events, with a focus on programs that take place in the Harvest Garden space.
- Oversees content development, logistics, and implementation of the Harvest Garden programs.
- Interfaces with external partners and internal staff to ensure excellent visitor experiences at programs and in the gardens.
- Conducts outreach to current partner organizations, schools, and educators, and fosters new partnerships, to support attendance and participation in the Harvest Garden and other programs.
- Supports and coordinates Harvest Garden program volunteers, including on-boarding new volunteers, facilitating meetings, and coordinating trainings and professional development.
- Participates in program evaluation and strategic planning for Education Programs.
- Conducts school tours as assigned.
- Assists with coordinating and facilitating Summer Camp programs.
- Completes contracts, reservations, set-up requests, class and event registration and rosters.
- Responds to Education program inquiries by phone, email and other modes of communication.
- Maintains department administrative tools including program calendars, volunteer/partner spreadsheets, and others.
- Manages inventory, maintenance, and replacement of materials used within the Education programs.
- Produces routine reports, manuals, correspondence.
- Other duties as assigned.

### **EQUIPMENT USED and PHYSICAL DEMANDS:**

- Computer, phone, copier, printer, hand-held (two-way) radio, sound system, projectors, golf cart.
- Must be physically able to access 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:**

- 2 years' experience as an educator required; experience in outdoor education and programming for children and adults with developmental differences strongly preferred.
- 1 year of experience coordinating volunteers.
- Ability to conceive and implement programs from inception to completion.
- Excellent communication skills, including presentation skills.
- Highly developed organizational skills.
- Ability to respond flexibly and well in a dynamic work environment.
- A valid Driver's License is required.
- Intermediate knowledge of Microsoft Office, Google Workspace.
- Basic knowledge of budgeting procedures.
- Bilingual preferred.
- Other critical attributes include: a high degree of warmth; strong interpersonal communication skills; a well-developed sense of humour; the flexibility and philosophical orientation to function effectively with staff, team members, students, teachers, parents and volunteers.

**COMPENSATION:** Up to \$22 per hour

**TO APPLY:** please send a cover letter and resume to [jobs@descansogardens.org](mailto:jobs@descansogardens.org) with the subject line "Harvest Garden 2025"

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