

DESCANSO GARDENS JOB DESCRIPTION

Position: Education Programs Coordinator, Harvest Garden
Department: Education
EEO Category: Administrative
Reports To: Manager of Partnerships and Nature Access

JOB DESCRIPTION:

A key member of the Education and Exhibitions team, the Education Programs Coordinator, Harvest Garden, works under the direction of the Manager of Partnerships and Nature Access to coordinate all activities pertaining to Descanso's Education Programs including Harvest Garden program, summer camp, special events, field trips, teacher professional development, events, workshops, 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 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 program, Little Owls, Little Explorers and other programs as needed.
- 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 training 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:

Education Programs Coordinator

Job Description

p. 2/2

- 2 years' experience as an educator required; outdoor education and experience programming for adults with developmental differences strongly preferred.
- Excellent communication skills, including presentation skills.
- Highly developed organizational skills, ability to conceive and implement programs from inception to completion.
- Ability to respond flexibly and well in a dynamic work environment.
- A valid Driver's License is required.
- Experience working with volunteers.
- Intermediate knowledge of Microsoft Office, Google Workspace.
- Basic knowledge of business processes such as accounts receivables, accounts payables.
- 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 with the subject line "Harvest Garden 2025"

Descanso Gardens Foundation acknowledges that equal opportunity for all persons is a fundamental human value. Each employee and applicant will be considered on the basis of individual ability and merit, without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, pregnancy, national origin, marital status, physical disability, mental disability, medical condition, genetic information, protected military or veteran status, or any other characteristics.