

JOB DESCRIPTION: Education Coordinator (AmeriCorps VISTA)

Position Overview:

Under the direction of the Youth Programs Director, the Education Coordinator will collaborate with all YGP staff, community partners, and schools to help build the capacity of our youth programs. We are looking for an individual who is flexible, collaborative, able to work independently, exhibits strong leadership, and is enthusiastic about using the profound process of growing food as a classroom to teach academic and life lessons to youth of all ages and backgrounds.

Term of Service Dates: August 19th, 2018-August 30th 2019

Benefits:

- VISTA members are expected to work 40 hours per week across two sites: Grand County High School and Youth Garden Project
- End of service award (\$5,920 education award voucher or approximately \$1,800 cash stipend)
- Living allowance (\$472.22/every other week)
- Healthcare allowance/ Child care (if applicable)
- Relocation/settling in allowance
- Non-competitive eligibility status for federal jobs (ie for 1 year after service VISTAs can be non-competitively selected for federal jobs, like those with the Park Service, BLM, or other agencies. Applicants do not have to compete, and the hiring process can be much easier!)
- VISTA members will be certified in CPR and First Aid; certification opportunity will be provided if applicant is not already certified
- For more info visit: <https://www.vistacampus.gov/in-service/benefits-service>

Required Skills and Experience:

- Candidate must have experience working directly with youth in school/school-garden settings, designing curriculum, and/or working in non-traditional education spaces
- Graduate of an accredited university or college
- Strengths in time management, prioritizing/prioritization, delegating tasks, and multi-tasking
- Advanced verbal and written communication skills with external and internal audiences across all populations
- Highly organized through prep and execution of programs including data collection, participation tracking, and evaluation
- Record of sound job performance and project management based on results
- Proficient with Microsoft Office Suite, Quickbooks, and G-Suite

Primary Duties and Responsibilities:

The Education Coordinator is responsible for the assessment, planning, development, organizing, and leading of youth program activities in the following areas:

Garden Ambassador Job Training Program

- Continue development of the overall structure of the pilot program
- Help recruit applicants and conduct interviews
- Co-train, manage, and mentor participants

Grand County High School Programs

- Design and implement internship program through the Career Technical Education (CTE) program
- Develop curriculum for Food Sciences and/or Agriculture classes
- Work with SPED teacher(s) to create and facilitate lesson plans

8th Grade Environmental Science Elective Class

- Collaborate with teacher(s) about objectives and content of the class
- Write lesson plans and teach the fall and spring courses

Afterschool Programs

- Create and lead workshops with Grand County Middle School BEACON Afterschool Program
- Co-facilitate and plan for the winter Garden Thyme after school program
- Build capacity around and enhance Tea Time

Garden Classroom Field Trips

- Organize and update materials
- Update or develop new Garden Classroom Curriculum based on teacher, intern, or Youth Programs Director feedback and/or change in State Standards.

General Organizational Capacity Building

- Develop new teen programs (beyond those listed above) by assessing community/school needs, identifying potential areas of growth, and conducting research
- Build relationships with the schools and their teachers, and families of program attendees
- Inventory and acquire supplies for the infrastructure of the youth programs
- Track numbers for grant writing purposes
- Assist with grant-writing and fundraising beyond normal work hours
- VISTA members will be certified in CPR and First Aid; certification opportunity will be provided if applicant is not already certified
- VISTA members are expected to work 40 hours per week

TO APPLY:

Please e-mail a brief cover letter and an attached resume with three professional references to Youth Programs Director, Julie Zender, julie@youthgardenproject.org. Applicants are also required to apply through Americorps VISTA website: <https://my.americorps.gov/mp/listing/viewListing.do?id=81077&fromSearch=true>.

Open until filled.