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POSITION: Garden Coordinator
STATUS: Hourly, non-exempt
LOCATION: Exploring New Horizons at Sempervirens, Scotts Valley, CA
SUPERVISOR: Program Director
PAY RATE: \$26 per hour
BENEFITS: \$250 per month medical, dental, and vision insurance reimbursement;
403(b) retirement plan; paid sick leave
HOURS: 32–40 hours per week
DATES: August 28, 2023 to May 31, 2024

ABOUT EXPLORING NEW HORIZONS:

Exploring New Horizons (ENH) engages school groups in overnight outdoor education programs that strengthen school communities while accelerating environmental and emotional literacy. ENH partners with over 100 schools and serves over 7,500 youth each year in our 3- to 5-day programs at our Sempervirens and Pigeon Point sites. In our 44-year history we have served more than 222,000 students in Northern California. The Sempervirens program consists of 4- and 5-day residential programs for 160–220 5th and 6th grade students and their classroom teachers.

As a staff member at ENH you will work with students from diverse backgrounds from across northern California. You will share your knowledge of the gardens and food systems and teach students in an accessible and engaging way. You will work with ENH staff, high school or parent cabin leaders, and participating classroom teachers to build a great ENH community for all our students.

ENH encourages a “speak up” environment at all levels and encourages staff to communicate with ENH leadership. Many of our staff stay on year after year becoming an integral part of the ENH community.

POSITION OVERVIEW:

This position will maintain the garden, develop curriculum and teach lessons, and coordinate garden activities at ENH’s site in Scotts Valley in partnership with the onsite maintenance team. The Garden Coordinator will start during ENH staff training (week days between August 28 and September 8).

The garden coordinator teaches groups with assistance from the naturalist and 2 cabin leaders. Garden time is an opportunity to experience, hands-on, how people can enhance the diversity of a landscape by applying the ecological principles that the students are learning on trail. Students are introduced to take-home concepts of organic agriculture, inspiring them to create and maintain gardens at their home and school and to think about where their food comes from.

JOB RESPONSIBILITIES:

- Develop curriculum, lesson plans, and work projects for visiting students
- Teach garden lessons activities to 8-10 trail groups throughout the week
- Supervise naturalists, cabin leaders, teachers, and students who visit the garden
- Maintain a garden, orchard, and greenhouse in a clean and presentable manner
- Fix, turn, and maintain 1-2 compost bins

- Plant, water, weed, fertilize, and harvest annual vegetable crops
- Maintain an irrigation system
- Collect and maintain seeds for future use; Ensure proper labeling and storage
- Monitor use and care of all garden tools so that they are clean, sharp and ready for student use
- Carpentry maintenance of beds, fences, gates, and other garden facilities, including upkeep of garden signs
- Care for and manage chickens and potential other livestock, including caring for hygiene of the pen, maintaining appropriate food and water levels, and ensuring animal safety
- Build partnerships with local nurseries, gardens, and other businesses to support the development and growth of the garden
- Collaborate with the Program Director and other ENH staff in the creation of a yearly garden budget
- Assist with site set up/take down of the program on the first and last day of every week
- Lead 1 dining hall meal and 1 evening program activity per week
- Lead a group on trail, as needed; In the event of this, naturalists would lead their own garden lessons that day
- Other duties as assigned

JOB REQUIREMENTS:

- Self-motivated to design and implement innovative garden programs
- Knowledge of current organic garden standards and practices specific to our USDA Plant Hardiness Zone, including plant, soil, and insect biology and the care of perennials, fruit trees, fruits/vegetables, and native plants
- Experience in Outdoor Education and ability to teach garden lessons to groups of 12-22 students
- Documented experience in a garden environment; Formal training in a garden preferred
- Preferred experience coordinating or managing a teaching garden
- A bachelor's degree, preferably in Education, Environmental Science, Biology or equivalent experience
- Able to work a flexible schedule
- Ability to lift 40 pounds and carry 15 pounds, to move through a variety of terrains, and to work in a variety of weather conditions
- Possess a valid driver's license and clean driving record
- Possess a current Standard First Aid and CPR certificate prior to employment

Employment is contingent upon the successful completion of a background check, a driving record check, and a tuberculosis test.

Exploring New Horizons Outdoor Schools does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability, or age in any of its policies, procedures, or practices. We especially encourage applicants of different backgrounds, cultures, genders, experiences, abilities, and perspectives to apply. We are aware that no one comes with the entire complement of skills. If you meet the majority of the skills above, please apply!

To apply: Send a cover letter and resume to jobs@exploringnewhorizons.org. For more information please visit our website, www.exploringnewhorizons.org. Position open until filled.