



101 Cooper Street, Santa Cruz, CA 95060

Ph. 831.252.1759

[jacob@exploringnewhorizons.org](mailto:jacob@exploringnewhorizons.org)

<https://www.exploringnewhorizons.org>

**POSITION:** Garden Coordinator  
**STATUS:** Hourly, non-exempt  
**LOCATION:** Exploring New Horizons at Sempervirens, Scotts Valley, CA  
**SUPERVISOR:** Program Director  
**SALARY & BENEFITS:** \$26/hour; \$250/month medical, dental, and vision insurance reimbursement  
**START DATE & Hours:** 20 hours/week January 5- March 2, 2023; 32-40 hours/week March 13-June 2, 2023

**WHAT IS EXPLORING NEW HORIZONS?** Exploring New Horizons (ENH) engages 3-8 grade students in residential outdoor education programs at our Pigeon Point and Sempervirens sites south of San Francisco, CA. Founded as a non-profit in 1979, ENH partners with over 100 Northern California schools. The Sempervirens program consists of 4 and 5-day residential programs for 160-220 5th and 6th grade students and their classroom teacher, utilizing either high school student or parent cabin leaders.

As a staff member at ENH you will work with an incredible diversity of students from across northern California. You will build your knowledge of the coast's diverse ecosystems and how to teach students about them in an accessible and engaging way. You will also work with the ENH staff, high school or parent cabin leaders, and participating classroom teachers to build a great ENH community for all our students.

**POSITION OVERVIEW:** This position will lead the creation of a new garden at ENH's site in Scotts Valley in partnership with the maintenance team at Redwood Glen Salvation Army (RWG). The Garden Coordinator will start during the ENH 2-day staff training, January 5-6. The position will be part time through March 2, building the infrastructure of the garden and planting trees, perennials, and starts. From mid-March through June, students will begin visiting the garden for 2 hours per group, usually twice a day 2-3 days a week.

The garden coordinator leads groups along with 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.

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.

#### **JOB RESPONSIBILITIES:**

##### Create a new garden in partnership with the Salvation Army (January-March).

- RWG staff will set up water spigots, drill holes for posts, clear brush around the garden, and help level beds.
- Buy materials, including fill dirt and compost for beds, build garden beds, construct a garden fence and gate, and build a hoop house/greenhouse; purchase and install new irrigation system and create watering schedule
- Purchase perennial plants, fruit trees, and starts and plant them

##### Maintain garden & Teach Garden Lessons (Mid-March-early June)

- Teach garden lessons to 8-10 trail groups throughout the week.
- Research, prepare, create and maintain curriculum, lesson plans, and work projects for visiting students.
- Organize, instruct and monitor naturalists, cabin leaders, teachers and students in 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 labels 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. This includes upkeep of garden signs.
- Care for and manage chickens (if ENH is able to coordinate this with RWG). This includes caring for hygiene of the pen as well as maintaining appropriate food and water levels and ensuring safety for animals. Coordinate with the RWG staff, who live on site, for the feeding the animals over the weekend and during breaks.
- Identify and secure funding (donations/grants) to support the development and growth of the garden.
- Be aware of organic garden industry standards and methods including plant, soil and insect biology.
- Supervise students as they explore the garden during recreation time Monday-Thursday.

#### **Other Duties:**

- **Setup and Cleanup:** Help ENH staff with set up/take down of program on the first and last day.
- **Naturalist Duties:** This position might also be needed to lead a group on trail, lead a meal, or work an evening activity if a staff member was sick. In this situation, naturalists would lead their own garden lessons that week.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of current organic farming practices: perennials, fruit trees, fruits/vegetables and native plants.
- Documented previous experience in a garden environment as well as formal training in a garden (preferably with some management aspect).
- Self-motivated to design and implement innovative garden programs.
- Skilled in use of gardening tools and implements and ability to construct garden fencing, gate and hoop house greenhouse, and some carpentry skills.
- Possess ability to teach garden lessons to groups of 12- 22 students.
- Experience in Outdoor Education and or coordinating a teaching garden.
- Prior experience working with school aged students (1-year outdoor education preferred; but other relevant experience such as classroom teaching, field or interpretive work, adventure trip leading) will be considered
- A Bachelor's degree, preferably in Education, Environmental Science, Biology or equivalent experience
- Practice non-violent communication skills (positive tone, kind and professional attitude)
- Ability to work closely with other staff in a team setting.
- Able to work a flexible schedule.
- Ability to move through a variety of terrains, including flat, rocky and mountainous terrain.
- Capability to work in a variety of temperature and weather conditions
- Ability to see and respond to written, auditory and verbal commands.
- Ability to lift 40 pounds and carry 15 pounds
- Possess a valid driver's license and clean driving record
- Possess a current Standard First Aid and CPR certificate prior to employment.
- Be TB tested before employment.

We especially encourage applicants of different backgrounds, cultures, genders, experiences, abilities and perspectives to apply as we are actively working to increase the diversity of experience on our team. ENH is aware that no one comes with the entire complement of skills, so please don't let a lack of experience or skill in one specific area deter you from applying.

**To apply:** Send cover letter and resume by December 1, 2022 to: [jacob@exploringnewhorizons.org](mailto:jacob@exploringnewhorizons.org). For more information please visit our website <http://www.exploringnewhorizons.org/>. Position is open until filled.

*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.*