



101 Cooper Street
Santa Cruz, California 95060
www.exploringnewhorizons.org

JOB POSTING

POSITION TITLE

Garden Coordinator & Environmental Educator

POSITION SUMMARY

Staff at Exploring New Horizons (ENH) work with incredibly diverse groups of students from across northern California. In this role you will build your knowledge of the coast's diverse ecosystems and how to teach students in an accessible and engaging way. You will also work with the ENH staff, high school and parent cabin leaders, and participating classroom teachers to build a great ENH community for all our students.

ABOUT EXPLORING NEW HORIZONS

Exploring New Horizons engages school groups in outdoor education programs that empower students, build environmental literacy, and strengthen school communities. ENH's experienced naturalists engage students in hands-on learning, taking a whole-child approach focused on social-emotional learning, environmental stewardship, health, and the arts. Founded as a nonprofit in 1979, ENH partners with over 100 schools annually, and in its 45-year history ENH has served more than 225,000 students. Each year, 8,000 Northern California students participate in 3- to 5-day programs at its Pigeon Point and Sempervirens sites.

LOCATIONS

Scotts Valley, California

EMPLOYMENT STATUS & WORK SCHEDULE

This position is hourly, non-exempt and works 32-40 hours per week, 4-5 days per week (Monday–Friday) with occasional overtime. Expected to work 2 evening programs per week.

Start Date: August 31, 2026

End Date: May 28, 2027 (tentative)

Excludes Program Breaks: November 23–27, December 21–January 1, March 8-12

WHO YOU ARE

ENH does not expect every applicant to have every skill and qualification listed here. We are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role will possess at least 75% of the following qualifications. If this is you, then we strongly encourage you to apply.

KNOWLEDGE & SKILLS

- Passionate about ENH's mission
- Have a deep understanding and personal commitment to equity and inclusion in the outdoors
- Compassionate & effective communicator
- Able to work independently and on a cooperative team in remote settings
- Be positive and enthusiastic when working with youth, high school cabin leaders, adult chaperones, and teachers in an experiential learning environment
- Experience problem solving in the workplace
- Able to prioritize multiple objectives simultaneously
- Comfortable speaking and playing/singing music in front of 200+ person groups
- 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

JOB REQUIREMENTS

Education & Work Requirements

- Bachelor's degree and/or 1-2 years of experience in outdoor education or other experiential learning field or any similar combination of education and experience
- Preferred experience coordinating or managing a teaching garden
- Current First Aid and CPR certificates; advanced certification is a plus

Physical & Mental Requirements

- Participate in moderate physical activity, including but not limited to hiking, navigating over rocky terrain, working in a variety of inclement weather, and lifting 40 lbs
- Maintain positive outlook and make good decisions even in persistent adverse conditions, such as unexpected schedule or staff changes, long working hours, inclement weather, or crisis
- Must have transportation; housing not provided
- Possess a valid driver's license and clean driving record
- Satisfactory background check and TB test

DUTIES & RESPONSIBILITIES

Program:

- Develop curriculum, lesson plans, and work projects for visiting students
- Teach garden lessons activities to 8-10 student groups throughout the week
- Direct naturalists, cabin leaders, teachers, and students who visit the garden
- Manage risk to safely facilitate garden projects and programs with students and staff
- Fill in for outdoor educators as needed to lead students on trail for full-day hikes with science lessons, games, social-emotional learning, nature art, and more
- Fill in for leadership team responsibilities as needed, including but not limited to health center coverage and administrative tasks

Garden Management:

- Maintain a garden, orchard, and greenhouse in a clean and presentable manner
- Fix, turn, and maintain compost piles
- 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
- Maintain garden beds, fences, gates, signage, and other garden facilities using basic carpentry tools
- Build partnerships with local nurseries, gardens, and other businesses to support the development and growth of the garden
- Collaborate with the Program Director in the creation of a yearly garden budget
- Collaborate with site partners to manage physical garden space and kitchen compost program

Evening Programs, Meals, & Rotational Duties:

- Prepare and participate in one Evening Program per week (e.g. Trivia Night, Barnyard Boogie, Skit Night). Activities are approximately 1-2 hours followed by a campfire. Evening Program Staff are scheduled to work 6:45pm-9:15pm
- Supervise 1-2 meals in the dining hall and facilitate announcements, assembly, set-up, and clean-up per week
- Manage “Lights Out” 1-2 nights per month, assisting cabin leaders with bedtime routines
- Partake in the rotation as on-call administrator one night per week and respond appropriately to all emergent situations

Miscellaneous:

- Attend weekly staff meetings; submit time and attendance
- Send and receive periodic emails regarding program announcements and scheduling
- Give and receive constructive feedback with peers and supervisors, contribute collaborative problem solving in order to meet program goals
- Assist with weekly program logistics and long-term projects
- Other duties as assigned

COMPENSATION

- Pay range: \$28–\$32 per hour
- 80 hours paid sick leave annually
- Benefits eligible, including health, dental, and vision insurance
- \$1,500 annual stipend for Spanish fluency
- Professional development opportunities, such as conference attendance

HOW TO APPLY

Send a resume with “Sempervirens Garden Coordinator & Environmental Educator” in the subject line to jobs@exploringnewhorizons.org. **Initial Review Date: June 10, 2026.** Position open until filled.

For more information, please visit www.exploringnewhorizons.org or email jobs@exploringnewhorizons.org or call 831-200-3684.

All applicants are considered for all positions without regard to race, religion, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage, or any other protected

classification, in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact the Program Director.