

## JOB DESCRIPTION: Education Coordinator (AmeriCorps VISTA)

**Term of Service Dates: September 3<sup>rd</sup>, 2019 -September 2<sup>nd</sup>, 2020**

### **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 garden and profound process of growing food to teach academic and life lessons to youth of all ages and backgrounds.

### **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:

#### **Grand County High School Programs**

- Design and implement internship program through the Career Technical Education (CTE) program
- Build on and teach for Food Sciences and/or Agriculture in Your Area classes
- Work with SPED teacher(s) to create and facilitate lesson plans
- Act as liaison for any and all interested teachers to incorporate garden-based education with their curriculum

#### **Seed Crew & Evergreen Teen— (Youth Development & Job-Training Programs for Teenagers)**

- Continue development of the overall structure of the program in its' second year
- Help recruit applicants and conduct interviews
- Co-train, manage, and mentor participants

#### **8th Grade Environmental Science Elective and/or Urban Farming Classes**

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

#### **Afterschool Programs**

- Create and lead one workshop per trimester with Grand County Middle School BEACON Afterschool Program
- Co-facilitate and plan for the winter Garden Thyme after school program

#### **Garden Classroom Field Trips**

- Help to 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
- Assist in scheduling spring field trips

## **General Organizational Capacity Building**

- As time allows, develop new programs (beyond those listed above) by assessing community/school needs, identifying potential areas of growth, and conducting research
- Work with Youth Programs Director to develop & administer program evaluations and interpret data
- Build relationships with the schools and teachers in addition to 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 occasionally 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; all YGP staff are required to work some weekend and evening hours in order to participate in special events and/or fundraisers

## **Benefits: for more information visit (<https://www.vistacampus.gov/in-service/benefits-service>)**

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 (i.e 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

## **Desired Skills and Experience:**

- Hands-on agricultural experience and general knowledge preferred
- 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, multi-tasking, general ability to work collaboratively in a fast paced work environment
- 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 and G-Suite

## **TO APPLY:**

1. E-mail a brief cover letter and an attached resume with three professional references to Youth Programs Director, Julie Zender, [julie@youthgardenproject.org](mailto:julie@youthgardenproject.org).
2. Applicants are also required to apply through Americorps VISTA website:  
<https://my.americorps.gov/mp/listing/viewListing.do?id=87751&fromSearch=true>