



Garden Program Educator

New Leaf Collaborative (NLC) is a California Nonprofit Public Benefit Corporation whose mission is to provide hands-on learning and leadership opportunities in science, nature, and environmental literacy, inspiring curiosity and connection in our youth and communities. Read our [program summary](#) for more information.

Position Summary

Reporting to the Executive Director, the Garden Program Educator will be responsible for lesson planning, program facilitation, and administrative tasks related to NLC Garden programs. The NLC Garden Program Educator will work closely with co-instructors, program site staff, and community partners to facilitate engaging, relevant hands-on science and gardening experiences for youth. The ideal candidate is highly self-motivated, resourceful, and enthusiastic about gardening, science, tinkering, and environmental sustainability, and is eager to continue learning and creating meaningful learning experiences for youth. This is a part-time position, starting at an average of 9+ hours per week during the school year, which will fluctuate depending on season and programs in session. Garden programs are located in Contra Costa County at various sites.

Position Responsibilities

Instruction & Planning

- Collaborate with co-instructors and site teachers on lesson planning, scheduling, and securing materials to facilitate science and garden learning experiences for NLC programs for K-8th grade students.
- Align in-school garden programs to support Next Generation Science Standards and the California Environmental Principles and Concepts
- Create a positive and empowering learning atmosphere for participants, fostering their self-esteem, creativity, curiosity and resilience
- Develop and coordinate healthy working partnerships with NLC staff and program stakeholders
- Assist in creating and updating outreach materials and in maintaining educational equipment, supplies and inventory.
- Occasionally host booths at community events

Administration

- Track program data for grants and contracts
- Track hours and submit timely expense reports and timesheets
- Potentially assist with grant writing review and donation solicitation

Required knowledge, skills and abilities

- 3+ years in a science or garden-based educational role
- Associate's Degree or demonstration of successful training within an educational setting and proven track record working with children in nature.
- Knowledge of and experience working with native plants, invasive species, seasonal garden maintenance, and irrigation
- Experience working with school districts, nonprofits or community-based organizations
- Enthusiastic communication, presentation and interpersonal skills in working with young people of all ages, skills and attitudes
- Compassion to work with underserved youth in a respectful and supportive manner.
- Excellent organizational and collaborative abilities, time management and follow-up skills
- Ability to work as part of a team
- Must have own transportation and a valid California driver's license, fingerprinting and approved level of car insurance.

Desirable Skills and Qualifications

- Valid California Teaching Credential and Driver's License
- Working knowledge of Google Suite and ability to work virtually from home for lesson planning
- Passion for equity of people and planet
- Ability to speak, read, and write in Spanish
- Grant writing and monitoring experience a plus

Compensation:

Position is paid as an employee starting at \$23.00 per hour based on experience

Work status: Part-time, Temporary

Reports to: Executive Director

How to Apply:

Send a short letter of interest and resume to: info@newleafcollaborative.org

Subject line: Program Educator