

Job Description:

Children's Garden Program Coordinator

In the Seattle Tilth Children's Education programs, we teach preschool and elementary school students (ages 2-14) organic gardening and garden ecology. Our programs include school field trips to our gardens in Wallingford, presentations in preschool and elementary classrooms, summer camps, afterschool gardening programs, children's activities at the Edible Plant Sale and Harvest Fair and Garden Educator Workshops. Additionally, we train the adult interns and volunteers who help lead these programs. This is a rich educational environment. The Children's Garden Educator will work closely with Children's Education Program Manager and will teach in all of these programs.



JOB RESPONSIBILITIES

1. Teaching/Gardening
 - Lead children ages two - 14 in experiential garden-based curriculum.
 - Work with parents whose children are in the programs
 - Teach soil and recycling education presentations in public school classrooms.
 - Create daily curricula for all garden programs
 - Teach Garden Educator Workshops
 - Assist in developing garden plan and perform maintenance chores
2. Administrative Work
 - Assist in scheduling field trips and school visits.
 - Organize and lead summer programs.
 - Organize children's activities at the annual Plant Sale and Harvest Fair.
 - Assist in fielding calls, emails and questions about the children's programs
 - Assist in developing contract work, tours and other programs
3. Volunteers
 - Supervise interns and volunteers
 - Ensure that there is consistent recognition of volunteers and interns
 - Develop seasonal emails and annual newsletters to volunteers and interns
 - Recruit, organize and retain volunteers and interns for the Plant sale and Harvest Fair activities

APPLICANT REQUIREMENTS

This is a permanent part-time staff position with Seattle Tilth. We are seeking a mature, enthusiastic person who can teach and inspire both young children and adults. We require that applicants have teaching experience, especially 2 – 14 year-olds, preferably in garden-based or environmental education. Applicants must enjoy working outside and must have experience vegetable gardening in the Pacific Northwest. Applicants must have experience training and leading adult volunteers. Access to a car is required. Computer and office skills are required. Work takes place weekdays, Saturdays and some evenings. Background in art, music, theater or performance a plus.

To apply, please submit a resume and letter of interest outlining 1) your experience with the identified content areas and 2) why you are interested in this position by February 24th, 2012. Applications will be reviewed as received.

Seattle Tilth is an equal opportunity employer. People of color are encouraged to apply.

Email all materials to the attention of the Children's Program Coordinator Hiring Committee at: carrievogelzang@seattletilth.org

Seattle Tilth inspires and educates people to grow food organically, conserve natural resources and support local food systems in order to cultivate a healthy urban environment and community.