

Adelante Selby Spanish Immersion School

170 Selby Lane
Atherton, California

Garden Coordinator

The Adelante Selby Garden Coordinator is responsible for overseeing all aspects of the Garden Program including curriculum development, teaching classes, the after school Garden Club, compost program, grant writing, and general garden and greenhouse maintenance.

It is a dynamic position and applicants should be strongly self-motivated, able to juggle multiple ongoing projects, organized, enjoy working with kids, have outside group management skills, and have experience gardening and growing fruits and vegetables. This position is overseen by the school's principal.

This is a contractor position with the school district and does not offer benefits. It is four days a week and salaried ~40k, September 1-May 31.

Responsibilities:

- Garden Class: Each class receives 9 45-minute lessons once a week for 9 weeks. Lessons are performed in the garden classroom (or inside on rainy days) and are typically science based.
- Garden Club: Lead after school Garden Club. Garden Club includes garden projects and nutrition activities.
- Compost program: Organize and facilitate compost program including teaching 5th graders how to compost, monitoring student composters at lunch, and overseeing the quality of the compost.
- Grant writing: Seek out and apply for grants to fund various aspects of the program. Complete any grant reporting required. Work with parent volunteers.
- Fundraising: Coordinate the making of Garden Club t-shirts every other year including leading an art contest and finding local business sponsors.
- Garden Program website and blog: Writing and updating to share highlights of the program with the school community.

Desired qualifications:

- Bachelor's degree
- A minimum of two years teaching students in an outdoor setting, ideally in a school garden
- Experience growing fruits and vegetables
- Experience writing and modifying curriculum, ideally using Next Generation Science Standards
- Experience with Microsoft Office, Google Drive, MailChimp, WordPress
- Ability to lift up to 25lbs

- Personal vehicle
- The ideal candidate will be fluent in English and Spanish
- (Required) Ability to pass criminal background check

If you are interested or have questions please contact Pati Alcocer
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