



## School Garden Network is Hiring a SchoolYard Habitat Program Manager!

Job Title: SchoolYard Habitat Program Manager  
Reports to: SGN Executive Director  
Classification: Part-time, Non-exempt & Hourly  
Compensation: \$25 per hour

School Garden Network (SGN) seeks an experienced person to oversee the programming and implementation of its flagship Schoolyard Habitat (SYH) Program. This program annually supports up to ten (10) new Sonoma County-based schools (K-12) to design and install native habitat and pollinator gardens through student engagement, ecoliteracy education, and hands-on stewardship. Please see [www.schoolgardens.org](http://www.schoolgardens.org) > Programs > Schoolyard Habitat for more information.

The Schoolyard Habitat Program Manager is an essential member of SGN's staff and will work closely with SGN's Executive Director. This part-time position is multi-faceted and requires an understanding of ecosystem design and a passion for ecoliteracy education.

### Essential Functions Include:

Program Management (85%)

- Oversee the selection, planning, and implementation of up to ten (10) Schoolyard Habitat projects per year:
  - Conduct initial school site visit to assess habitat project goals and eligibility
  - Support the development and implementation of each school's *Schoolyard Habitat Project Plan*, providing follow-up visits and ongoing technical consultation on native plant selection, habitat design, drip irrigation design, and overall project planning and budgeting
  - Acquire native plants and drip irrigation and deliver to schools upon request (using a personal vehicle)
  - Train teachers on how to install drip irrigation
  - Develop and share outdoor science and ecoliteracy curricula to inspire and engage students in the establishment, experience, and ongoing stewardship of their schoolyard habitat
  - Keep detailed records of school projects
- Provide ongoing technical consultation for 2022/23 year school projects
- Support School Garden Networks' *Schoolyard Habitat Mapping Project*, which may involve visiting past SYH sites to gather updated project information, pictures, and to gain insight, lessons learned, and feedback for other aspiring schools

- Design, coordinate, and host at least one professional development workshop for educators in November with community partners and guest presenters
- Foster ongoing relationships, inspiration, and resource sharing between SYH participating schools
- Manage overall program budget and meet grant deliverables

#### Program Development (10%)

- Build and maintain community partnerships
- Organize a community-based Habitat Advisory Committee composed of local experts in native habitat design, drip irrigation, and seasonal habitat maintenance
- Recruit and train a local group of school docent volunteers (to conduct in-school lessons, and help with drip irrigation installation)
- Oversee the evaluations of past and current Schoolyard Habitat projects
- Support SGN's Communications Manager with applicable and inspiring curricula, stewardship projects, and local opportunities to include in monthly newsletters, website, social media, etc.
- Keep informed of local funding opportunities and complimentary partner work
- Support the Executive Director with fundraising efforts for the Schoolyard Habitat Program, to include assisting with program-related grant proposals, giving presentations to partners and funders, and compiling seasonal (December & June) program highlights and impact reports

#### Other Occasional Duties (5%)

- Participate in staff meetings
- Assist with other SGN community, fundraising, and special events, as needed
- Perform other SYH-related tasks as identified by Program Director

### **Knowledge, Skills & Qualifications:**

- Belief in the mission of School Garden Network, with a demonstrated commitment to this work
- Passion for ecoliteracy education with at least two years of teaching experience in the classroom and/or leading outdoor science education programs for elementary and/or middle-school-age children
- Past curricular development experience is strongly desired
- Knowledge of California native plants and interest in deepening knowledge
- Understanding of habitat design parameters and climate, soil, and other ecological needs of native plants to be able to create a thriving garden
- Understanding of and ability to install drip irrigation
- Must be able to collaborate with school administration, teachers, and parents to build effective teams
- Must be able to work independently without direct supervision
- Excellent communication skills, both written and verbal
- Strong public speaking and program leadership ability
- Comfort using Google Suite applications

- Understanding of and ability to talk with diverse audiences about the value of garden-based learning

You are a confident communicator, have strong writing, editing, and presentation skills and a wide degree of creativity. You have the proven ability to multitask, set priorities, develop a plan with metrics and see it through - and do what it takes to meet deadlines. You can deal with ambiguity and understand the importance of being flexible and adaptable. You thrive in a collaborative environment while taking the initiative and making things happen. You also have a good sense of humor.

### **Compensation:**

- Starting rate is \$25 per hour
- Part-time, non-exempt, and hourly position
- Approximately 300 hours per year, (~ 6 hours per week) - depending on funding
- Reliable vehicle required for regular county-wide travel. Mileage reimbursed at federal rate.

### **Primary Location:**

This position is based in Sonoma County, CA. Administrative work can be done remotely or at SGN's office in Sebastopol; however, workshops, presentations, some meetings, and school mentorship will be in person and onsite.

### **How to Apply:**

Please send Sue a cover letter, resume, and two references at [sue.davis@schoolgardens.org](mailto:sue.davis@schoolgardens.org) with "Schoolyard Habitat Program Manager" in the subject line.

The application deadline is July 1, 2023, or until filled. Desired start date is early August.

### **About School Garden Network**

Based in Sonoma County, CA, School Garden Network is a 501c3 non-profit organization with a mission to grow healthy students, families, schools, and communities through garden-based education. Learn more at [schoolgardens.org](http://schoolgardens.org).

School Garden Network is an equal-opportunity employer.