



Job Posting: March 11, 2019

Application Deadline: March 31, 2019

Start date: May 13, 2019

Educator Training Specialist (30 hours per week)

About Life Lab

Life Lab is a 501(c)(3) nonprofit organization located on the farm of the Center for Agroecology & Sustainable Food Systems at the University of California, Santa Cruz. Life Lab cultivates children's love of learning, healthy food, and nature through garden-based programs.

Founded in 1979, Life Lab is a pioneer and national leader in garden-based learning, providing programs, training and curriculum to inspire children locally and nationally. We serve more than 5,000 children each year through programs at partner elementary schools across Santa Cruz County and through field trips and day camps in our Garden Classroom in Santa Cruz and our Blooming Classroom in Watsonville. Through professional development workshops here and around the U.S., curriculum sales, and a dynamic knowledge network, Life Lab also positively impacts the lives of more than 500,000 children across the U.S. annually.

Core Values

Life Lab values collaboration, authentic communication, connection with people and nature, and open, inquiring minds. We also value individual initiative and cultivate a culture in which it can thrive. At Life Lab, we know that having a diversity of backgrounds and perspectives on our team improves our decision-making. In addition, we are serving increasingly diverse student populations, both directly in our partner schools and indirectly through the teachers we train. We recognize that staff members whose identities and lived experiences are relevant to those of our students help us have the greatest impact. Therefore:

Life Lab is committed to building a culturally diverse team and is an anti-discrimination, pro-equity organization. Because we are committed to building a staff that reflects the diversity of the communities and students we serve and to increasing the diversity of our workplace, people of color and with diverse backgrounds and perspectives are strongly encouraged to apply to join our team.

About the Position

The Educator Training Specialist reports to the Education Director. The work schedule is flexible and will include occasional weekend work for events. The position may have the opportunity to hire and supervise a student worker for additional support.

Responsibilities

Life Lab's Educator Training Specialist will manage our on- and off-site educator workshops and lead some of our workshops. Tasks will include:

Offsite Workshop Coordination (40%): The Educator Training Specialist will coordinate all aspects of offsite educator workshops (currently approx 25 events/year hosted in various locations across the country, with a majority in CA). Tasks include:

- Maintaining calendars and systems for tracking all tasks related to offsite workshops throughout the year
- Working closely with the Communications and Impact Specialist to promote off-site workshops via the Life Lab website, online calendars, eblasts, etc.
- Communicating with offsite workshop hosts to learn about the audience, site, and workshop goals, and then customizing workshop agendas accordingly
- Working with the Senior Administrative Associate to develop workshop price quotes and invoices
- Preparing Life Lab Trainers to lead workshops (when Educator Training Specialist or Ed Director is not the one leading the workshop)
- Preparing handouts and physical materials for workshops, with support from the Senior Program Associate
- Engaging in follow-up communications with Site Hosts and Life Lab Trainers after workshops
- Working closely with the Education Director to continually improve and refine workshops

Onsite Workshop Coordination (20%): The Education Associate will coordinate all aspects of onsite educator workshops (currently approx 14 events/year hosted in Life Lab's Garden Classroom in Santa Cruz, CA). Tasks include:

- Working with the Education Director to develop an annual onsite workshop calendar
- Working closely with the Communications and Impact Specialist to promote onsite workshops via the Life Lab website, online calendars, eblasts, etc.
- Working closely with the Senior Program Associate to manage calendars and systems for tracking all tasks related to onsite workshops throughout the year, including sending confirmation packets to registrants, reserving parking signs, ordering meals, etc.
- Working closely with the Senior Program Associate to prepare for workshops, including preparing physical lesson materials, etc.
- Working closely with the Education Director to continually improve and refine workshops
- Working closely with the Education Director, the Director of Programs and Partnerships, and Senior Program Associate to coordinate and host a weeklong national School Garden Support Organization (SGSO) National Leadership Institute for 50 people, and a 3-day National SGSO Conference for 200+ people

Lead Educator Workshops (20%): The Educator Training Specialist will be one of several Life Lab trainers available to lead various onsite and offsite workshops for educators. In addition to workshop coordination tasks above, tasks include:

- Preparing and delivering engaging, effective, hands-on trainings for educators here in the Life Lab Garden Classroom and in various locations across the country
- Working closely with the Education Director and the Communications and Impact Specialist to evaluate workshops and update them regularly

Curriculum Development (10%): Tasks include:

- Supporting Education Director with development of new curriculum, including new K-5 Next Generation Science Standards (NGSS) garden lessons
- Supporting Education Director with evaluation and continued improvement of existing curriculum

Other (10%):

- Staff meetings, retreats, and occasional board meetings
- Team support for occasional large group projects
- Professional development
- Basic admin for the position (timekeeping, receipts, etc)

Qualifications

Key Qualities of the Educator Training Specialist are:

- a deep commitment to the mission of Life Lab, which is to cultivate children's love of learning, healthy food, and nature through garden-based education
- cross-cultural competency, with a deep commitment to equity and inclusion in education
- outstanding teaching skills
- outstanding organizational skills
- excellent skills for communicating with diverse audiences, colleagues and partners
- strong Macintosh-based computing skills, including confident use of Google Apps and Powerpoint
- individual initiative within a collaborative group culture
- personable, approachable, and flexible nature
- verbal and written Spanish language fluency ideal

Required Experience:

- 3 or more years of experience teaching children in a school garden or other outdoor education setting
- 3 or more years of experience with classroom teaching, ideally in public schools
- experience leading trainings for educators or other adult learners
- strong experience with project management
- strong background in culturally responsive curriculum and teaching

About the Location

The Life Lab office is located in an office trailer on the UC Santa Cruz farm, a 5-10 minute walk on a dirt path from the nearest parking lot. Closer parking is available for anyone with a disabled parking placard, and Life Lab makes reasonable accommodation for applicants and employees with known physical or mental disabilities. In keeping with the working farm environment, dress is casual. The office and surrounding Garden Classroom and farm are nonsmoking areas.

Compensation

Salary: \$50,000 - \$55,000 full time equivalent (\$37,500 - \$41,250 for this 30 hours/week position) depending on qualifications.

Generous paid vacation, sick time, and holidays.

Excellent health, dental and vision insurance as part of Life Lab's group plans, including family coverage. (Life Lab contributes up to \$1,300 monthly to these combined premiums).

403(b) retirement plan available for employee contributions (no employer contribution).

Note for Applicants from Outside the Area

If you would be relocating to the Santa Cruz region for this position, it will be helpful for us to hear what potential plans and timeline you foresee for making the move. The rental market here is very tight, and publicly advertised rentals often attract hundreds of applicants. This can be a challenge for many people, and we want to know that you would be available when you would be starting your work with us.

Application Process

Please send a cover letter and resumé together as one PDF to Amy Schwerdtfeger at admin@lifelab.org by March 31, 2019. Please include how you heard about the position in your cover letter to help us improve our recruiting. We will review materials and schedule interviews on a rolling basis. A background check and lesson observation (in person or via video) will be conducted with finalists for this position. We have flexibility, but would ideally like the new Educator Training Specialist to begin work on May 13, 2019.

Life Lab is committed to a policy of non-discrimination as an Equal Opportunity Employer. Employment candidates and employees will be considered and managed without regard to race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, gender expression, or any other basis in accordance with applicable law.

Applicants only. Recruiters, please do not contact this job poster.