



Conservation & Programs Coordinator - Job Description

POSITION: Conservation & Programs Coordinator
CLASSIFICATION: Part time (20-25 hours). Rate \$20-\$22
SUPERVISION RECEIVED: Director of Education
LAST AMENDED: 8/3/2023

SUMMARY

The Conservation & Programs Coordinator oversees existing education programs in water saving and sustainable landscaping for adult guests and conducts community engagement in support of The Water Garden's mission and strategic priorities. This person would ensure high levels of service in all areas of program delivery and collaborate effectively with Garden staff and volunteers. This position provides a hybrid schedule opportunity, working from home, office, and in the field as needed. Community engagement is a high priority focus of this job and will include public speaking, simple marketing, coordinating presentations, and some Saturday availability to support the programs.

GENERAL DUTIES AND RESPONSIBILITIES

Adult Education Programs

- Effectively oversee, coordinate, and host two landscape workshops per quarter (as part of the County of San Diego contract for adult education), ongoing 1:1 virtual Landscape Design Consultations, plus additional events as needed.
- Strategize with the Education Director on education and exhibit enhancements.
- Schedule qualified instructors to lead workshops and consultations. Foster current relationships and recruit new instructors, local Landscape Architects, and Landscape Designers.
- Ensure a safe, comfortable, and engaging learning environment for participants.
- Compose pre and post emails to workshop attendees, and track surveys.
- Create professional follow up reports to be submitted to the sponsor (County of San Diego) following each workshop program.
- Create promotional materials using Canva design in collaboration with marketing staff.
- Contribute to The Garden's quarterly newsletter, emails, social media, and other marketing platforms.
- Monitor guest registrations on the backend of TheGarden.org website.
- Manage the Calendly site for scheduling Landscape Design Consultations.
- Monitor payment invoices and instructor check requests for Conservation programs.

Volunteer Docents & Intern Responsibilities

- Train and recruit Docent volunteers and interns to support workshops, consultations, and data collection.
- Supervise a college intern to support the consultation administration as available.
- Update volunteer tasks into the Volgistics website.

Program Building

- Foster relationships with industry professionals for program growth.
- Collaborate with partner organizations to provide more impactful educational experience.
- Compile data to be included in budget preparations and board reports.
- Adhere to the department budget provided by the Executive Director.
- Keep current in gardening and sustainability subject matter, as well as residential rebates relating to water conservation and landscapes.
- Collaborate with the Development Director for grants and education funding.
- Keep a current bank of photographs and testimonials.

- Attendance at one board meeting each fiscal year.

ADDITIONAL DUTIES AND SKILLS

- Work independently and collaboratively in a multi-faceted and demanding work environment.
- Technical proficiency to meet the demands of the programs.
- Communicate effectively, both orally and in writing, with children, adults, staff and volunteers.
- Organizational skills, attention to detail, and ability to follow established processes.
- Comfortable speaking in front of diverse groups.
- Excellent customer and community service skills.
- Ability to maintain accurate and up-to-date records and reports.
- High proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, and Outlook) and comfortable using various software applications to perform job.
- Ability to use good judgment in a sometimes stressful and busy environment.
- Enthusiasm for bringing the community together, concern for our natural resources, and a positive outlook.

PREFERRED QUALIFICATIONS

- 2+ years of working at a nonprofit (can include volunteer experience)
- 2+ years working in nature education.
- 2+ years of community organizing.
- Associates or Bachelor's degree in Sustainability or other related environmental studies.
- Basic knowledge of San Diego water supply and plants

EDUCATION / EXPERIENCE REQUIREMENTS

Bachelors Degree preferred. A minimum of five years relevant teaching experience in experiential teaching methodologies, with a strong emphasis on conservation education. Knowledge of current water conservation issues. Experience in public gardens, museums, and/or arts and cultural nonprofits preferred. Minimum of five years teaching in a formal or informal education setting. Curriculum development and a thorough knowledge of California State Education Standards including STEM and Common Core. Current fingerprint screening / Valid California driver's license / First Aid and CPR certification a plus.

WORKING CONDITIONS

Work may be performed in an office and outdoor environment. Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than 2 (two) hours per day. No or very limited exposure to physical risk. Work place is non-smoking and drug-free. Weekend and evening hours may be required.

About the Water Conservation Garden: *The Water Conservation Garden, a nonprofit organization founded in 1999, is a 5-acre public garden whose mission is "promoting water conservation in the southern California landscape through excellent programs and exhibits that educate and inspire the public." The Garden serves over 50,000 visitors annually and offers educational tools via 16 display gardens and a full program of tours, classes, and events for children, adults, families, and landscape professionals, both on-and off- site. In 2007, the Garden won the Rain Bird Corporation's international award for leadership in water conservation; in 2009, Sunset Magazine listed the Garden as one of the "Top Ten Western Gardens."*

Employment at the Water Conservation Garden: *It is the policy of Water Conservation Garden to provide equal employment opportunities to all qualified persons without regard to race, creed, religion, sex, sexual orientation, age, national origin, physical or mental disabilities, marital status, veteran status, or any other status or characteristic protected under federal, state, or local law. The Immigration Reform and Control Act of 1986 requires the Water Conservation Garden to hire only individuals who are eligible to work in the United States. Upon the employee's reporting for the first day of work, an individual will be expected to present proper documentation establishing employability.*