



The Land Conservancy of San Luis Obispo County Oak Education School Site Coordinator – Job Description

Position Type: School/field-based, Part-Time (20 hours per week), Non-Exempt

Starting Pay: \$18.00 per hour

Benefits: Opportunity to participate in organization's 401K.

Overview

The Land Conservancy of San Luis Obispo County (LCSLO) is a local 501(c) nonprofit land trust dedicated to conserving and caring for the diverse wildlands, farms and ranches of the Central Coast. We connect people to the land and to each other.

Learning Among the Oaks (LATO) is LCSLO's outdoor education and environmental leadership training program connecting kids, nature and land. We engage San Luis Obispo County children and families in exploring, learning about and caring for local oak woodlands. The program is delivered through established partnerships with three public elementary schools in San Luis Obispo County: Vineyard Elementary School/Templeton, Santa Margarita Elementary School, and Ocean View School/Arroyo Grande.

Each LATO partner school has its own associated oak nature trail and field study projects. At our Santa Margarita Elementary School campus, we manage a dedicated Nature Classroom and two "Gateway to Nature" native landscapes. Through these facilities, trails and educational landscapes, LATO provides students, their families, and community groups with a full range of oak woodland learning experiences, youth environmental leadership training (Oak Ambassadors), stewardship and field study opportunities. The Oak Education School Site Coordinator, with guidance from the Oak Education Manager and in partnership with the Oak Education Coordinator, will play a key role in continuing the success of LATO.

Essential Duties of the Job

The Oak Education School Site Coordinator works alongside the Oak Education Coordinator to:

1. Prepare and deliver school-based oak nature hikes, related science enrichment lessons, outreach events, and native landscape/trail stewardship opportunities.
2. Work effectively with school administrators and staff to facilitate LATO program delivery by managing school site calendars, facility reservations, and required paperwork.
3. Work closely with teachers and community environmental education partners to coordinate curriculum, respond to interests/needs, and achieve shared educational goals.
4. Keep parents informed and promote family participation in LATO activities.
5. Teach and mentor Oak Ambassadors, both in the classroom and as they guide nature hikes.
6. Maintain inventory/manage use of LATO educational resources and classroom supplies for each school campus.
7. Work effectively with volunteers assisting with projects at each school site.
8. Handle light duty stewardship jobs for native landscapes, trails and nature classrooms.
9. Maintain accurate and timely activity reports and impact records.
10. Raise LCSLO/LATO visibility and promote support from within each school community.
11. Report concerns, especially related to safety and well-being, and other developing issues to LCSLO Operations Manager for appropriate follow up.

General Duties

1. Provide own transportation to LATO school sites (primarily Santa Margarita and Templeton, occasionally Arroyo Grande) and, less frequently, to the Land Conservancy office (1137 Pacific St., San Luis Obispo, CA). Mileage reimbursement will be available for trips requiring multiple locations.
2. Be mindful of personnel policies and procedures.
3. Be respectful and professional; avoid behavior that would interfere with the work of others.
4. Maintain a professional separation between work and personal activities.
5. Maintain positive attitude related to the job functions.
6. Take direction from supervisor; implement suggested changes in the job functions and procedures in a prompt and respectful manner.
7. Identify problems and suggest solutions.
8. Be conscious of safety hazards and report issues to supervisor immediately.
9. Maintain remote office (school classrooms) in a safe condition.

Required Qualifications

1. Significant experience (at least one year as volunteer or staff for kids' nature camp, Sprout Up!, etc.) and/or bachelor's degree in environmental science, education or related field.
2. Familiarity with public school operations.
3. Ability to work effectively with children and families from diverse cultural and ethnic backgrounds and with a variety of learning styles/needs.
4. Ability to work independently, stay on task and meet performance expectations.
5. Demonstrated organizational, communication and interpersonal skills.
6. Basic hands-on gardening skills (for native landscape care).
7. Hard-working, flexible, creative and curious.
8. Ability to motivate, inspire and bring out the best in kids, volunteers, staff and partners.
9. Friendly and outgoing personality. Public contact is an important part of this position.
10. First Aid and CPR certification (or willing to obtain within specified time period) and pass background check (fingerprinting) required for working with school children.

Desired Qualifications

1. Knowledge of and/or strong interest in environmental education curriculum development/delivery and Next Generation Science Standards.
2. Passion for making a difference in the lives of young children and for our shared environments. Wonder and a good sense of humor.
3. Proficiency with Google Classroom, Docs, Drive and Calendar.
4. Bilingual (English and Spanish or English and American Sign Language).

Physical Job Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. "F" for frequently; "O" for occasionally; "N" for not at all.

Physical

On the job the employee must:

- Bend
- Sit
- Squat
- Stand
- Crawl
- Walk
- Climb
- Push/Pull
- Kneel
- Handle objects
- Reach above shoulder level
- Use fine finger movements
- Other: Operate power equip.

Must carry/lift loads of:

- Light (up to 25lbs.)
- Moderate (25-50lbs.)
- Heavy (over 50lbs.)

Mental

On the job the employee must be able to:

- Read/comprehend
- Write
- Perform calculations
- Communicate orally
- Reason and analyze
- Other _____

Environmental

On the job the employee:

- Is exposed to excessive noise
- Is around moving machinery
- Is exposed to marked changes in temperature and/or humidity
- Is exposed to dust, fumes, gases
- Drives motorized equipment
- Works in confined quarters
- Other: Works with chemicals including toxic glues and herbicide

Reporting Responsibilities

The LATO School Site Coordinator reports directly to the Oak Education Manager on all matters related to the Program, and is expected to work closely with the Oak Education Coordinator.

Employee Signature

Date

Employee Printed Name