



## The Land Conservancy of San Luis Obispo County Oak Education Manager Job Description

Position Type:	Field and office based, Full-Time (40 hours per week), Non-Exempt
Starting Pay Range:	\$25 to \$30 per hour depending on experience
Benefits:	Health insurance contribution, 401K match, Paid Time Off (PTO), paid holidays, and basic dental and vision plans

### Overview

The Land Conservancy of San Luis Obispo County (LCSLO) is a local, private, non-profit land trust working to conserve and care for the diverse wildlands, farms, and ranches of the Central Coast. We connect people to the land and to each other. The organization strives to create a fun, inspiring, and family-friendly work environment with flexible work hours, a team-oriented structure, and good benefits.

Learning Among the Oaks (LATO) is LCSLO's K-6<sup>th</sup> grade place-based outdoor education and youth environmental leadership program delivered in partnership with local public schools. Each partner school has its own associated oak nature trail for educational hikes, field studies and stewardship experiences.

The **Oak Education Manager** (OEM) works with LCSLO staff, volunteers and community partners to manage, guide and support the delivery of a full spectrum of LATO projects and activities designed to engage children and families in exploring, learning about and caring for nature close to home. Place-based learning experiences are centered around local oak ecosystems. The OEM provides essential planning, policy, organizing, strategizing, and support for related LCSLO LATO programs including Stewardship, Outreach, Engagement and Development.

### Responsibilities

- 1) Guide and support the School Site Coordinator in developing, delivering and sustaining educational programs, resources and activities at three public school partner and trail sites;
- 2) Oversee design, management and implementation of K-6<sup>th</sup> grade curricula aligned with Next Generation Science Standards;
- 3) Stay current on nonformal science teaching practices and incorporate effective models into education programs;
- 4) Engage appropriate teams in strategic planning to ensure that educational goals, objectives, tasks, and outcomes are achieved in a timely and professional manner;

- 5) Understand the diversity of youth education needs and ensure feelings of inclusivity, respect and kindness toward everyone involved in our programs and activities;
- 6) Create, lead and maintain positive working and learning relationships with all program partners, collaborators, volunteers and supporters;
- 7) Work closely with LCSLO Administration, Finance, Stewardship, Outreach, Engagement and Development staff to coordinate operations essential to program success.

The OEM will report directly to the Executive Director and is responsible for providing direct line supervision, training and support for the School Site Coordinator.

## **Essential Duties of the Job**

### **Education – 60%**

Work with School Site Coordinator to:

1. Manage delivery of K-6th grade field trips, educational hikes and related classroom lessons;
2. Guide and support Junior naturalist (Oak Ambassador) training, service and ongoing mentoring;
3. Recruit, train and support volunteer docents to fill education program needs;
4. Oversee design, management and uses of curriculum resources including online and print publications, specimen collections and teaching tools;
5. Develop and manage school site nature classrooms to maximize school and community benefits;
6. Oversee communications with teachers, schools, school district personnel, volunteers and partners to schedule and coordinate all aspects of educational programs;
7. Keep accurate records, track program impacts, and prepare reports as requested or needed for budget and strategic planning;
8. Identify and respond to community needs and opportunities to expand our reach and extend positive impacts, especially for underserved and disadvantaged children and families.

### **Outreach and Engagement – 10%**

In collaboration with Engagement Team:

1. Oversee development and delivery of regular communication channels (e-newsletter, website, social media) to maximize engagement and build support;
2. Advance our visibility in the community through regular participation in public events consistent with program goals;
3. Represent LATO and LCSLO at community events and through requested speaking engagements;
4. Keep accurate records of outreach and engagement meetings and activities, track impacts, manage data as needed to prepare impact reports and funding applications;
5. Work with LCSLO staff to identify and implement new outreach and engagement activities.

### **Stewardship –10%**

In collaboration with Stewardship Team:

1. Maintain and improve trails and field study sites for safe and enjoyable use;
2. Identify, plan and implement special projects to enhance and advance trail educational experiences;
3. Engage children and families in stewardship of trails and related projects including nest boxes and oak regeneration;
4. Manage and support professional working relationships with trail site landowners (Santa Margarita Ranch and Templeton Unified School District) through respectful and courteous communications, strict adherence to established policies, and a spirit of cooperation.
5. Keep accurate records and prepare reports as needed for grants, budgeting and strategic planning.

### **Development - 10%**

In collaboration with Development Manager:

1. Identify, develop and manage grants;
2. Identify and cultivate new donors, partners and business sponsors;
3. Plan and present occasional special events for current and prospective donors;
4. Use creative, innovative thinking to develop alternative sources of program support;
5. Regularly reach out to donors with calls and personal notes to keep them involved.

### **Operations - 10%**

In collaboration with Admin and with Volunteer Coordinator:

1. Identify and address any human resource or safety issues or concerns in a timely manner;
2. Be aware of and compliant with best risk management practices;
3. Recruit, support and sustain interest of volunteers sufficient to address program needs;
4. Prepare and track annual program budget and manage finances/staffing;
5. Lead staff meetings and contribute to special projects/reports as assigned.

### **General Duties**

1. Regularly communicate needs with all Directors and Managers, balance demands of multiple tasks and projects.
2. Provide own transportation to Land Conservancy field and office facilities.
3. Be mindful of personnel policies and procedures.
4. Be respectful and professional; avoid behavior that would interfere with the work of others.
5. Maintain positive attitude.
6. Identify solutions to problems and challenges.
7. Maintain complete confidentiality and discretion at all times.
8. Be conscious of safety hazards and report issues to supervisor immediately.

### **Required Qualifications**

1. Bachelor's degree with four years' experience in environmental education or relevant professional field, including at least two years with program management responsibilities;
2. Experience teaching elementary school age children in nonformal or classroom settings;
3. Superb written and verbal communication skills, and excellent organizational and time management skills, including the ability to organize and coordinate multiple projects and tasks at once.

4. Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge.
5. Experience with working effectively without close supervision and dealing with problems as they arise.
6. Willingness to work evenings and weekends when necessary and to travel occasionally. Must have a valid driver's license.
7. Extremely proficient with computer programs including Microsoft Word, Excel and Outlook, website applications, and other contemporary programs as may be necessary to successfully complete the job functions.
8. A mission-driven individual with a belief in, commitment to, and passion for the mission of The Land Conservancy.
9. Knowledge of the non-profit sector and/or SLO County conservation issues.
10. Adheres to the highest ethical standards, demonstrate empathetic disposition and perseverance, reflect optimistic and positive attitude.
11. A hard worker and self-starter with the ability to quickly create a positive network of relationships.
12. A person who is open to new ideas and maintains a positive work attitude on a consistent basis.

## Desirable Qualifications

1. Familiarity with public school operations and Next Generation Science Standards;
2. Interest, knowledge and skills in the area of curriculum development and management;
3. High level of natural curiosity, lifelong learning skills, appreciation for the value of youth mentoring/asset development and advancing environmental literacy in our community.

## 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:

- (O) Bend
- (F) Sit
- (O) Squat
- (O) Stand
- (O) Crawl
- (F) Walk
- (N) Climb
- (O) Push/Pull
- (O) Kneel
- (O) Handle objects
- (O) Reach above shoulder level

- (F) Use fine finger movements
- (O) Other: Operate power equip.

Must carry/lift loads of:

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

### Mental

On the job the employee must be able to:

- (F) Read/comprehend
- (F) Write
- (F) Perform calculations
- (F) Communicate orally

- (F) Reason and analyze
- ( ) Other \_\_\_\_\_

**Environmental**

On the job the employee:

- (N) Is exposed to excessive noise
- (O) Is around moving machinery
- (O) Is exposed to marked changes in

temperature and/or humidity

- (O) Is exposed to dust, fumes, gases
- (O) Drives motorized equipment
- (O) Works in confined quarters
- (N) Other: Works with chemicals including toxic glues and herbicides.

**Standards of Performance**

The Executive Director, in accordance with the listed Job Functions, will evaluate performance at the first 90 days of employment, then on an annual basis thereafter. Evaluations will be conducted through a meeting with the Executive Director and will be documented. Informal meetings are encouraged throughout the year.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name