



The Land Conservancy of San Luis Obispo County Learning Among the Oaks (LATO) Program Manager Job Description

Position Type:	Field and office based, Full-Time (40 hours per week), Non-Exempt
Starting Pay Range:	\$30 to \$32 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-6th 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 LATO Program Manager (LPM) works with LCSLO/LATO 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 LPM provides essential planning, policy, organizing, strategizing, guidance, and support for LATO and related LCSLO programs, including Development and Community Outreach/Engagement.

Responsibilities

- 1) Guide, motivate, and support LATO staff in the development and delivery of a broad range of established oak-centered, school-based outdoor education, youth environmental leadership, stewardship, outreach and engagement projects and activities.
- 2) Work with the LATO Teaching Specialist to develop and manage K-6th grade science curriculum resources and guide delivery in accordance with professional standards.
- 3) Engage appropriate teams in strategic planning to ensure that educational goals, objectives, tasks, and outcomes are achieved in a timely and professional manner.
- 4) Understand the diversity of youth education needs and ensure feelings of inclusivity, respect, and kindness toward everyone involved in our programs and activities.

- 5) Build and maintain positive working and learning relationships with all program partners, collaborators, volunteers, and supporters.
- 6) Work closely with LCSLO Administration, Finance, Stewardship, Outreach, Engagement, and Development staff to coordinate operations essential to program success.

The LPM will report directly to the Deputy Director and is responsible for providing direct line supervision, training, and support for LATO staff including the Teaching Specialist, Program Coordinator, and Educators.

Essential Duties of the Job

Development and Operations - 40%

In collaboration with LCSLO/LATO staff and program partners, provide key leadership and support in these essential areas:

1. Fund development through grants, private donors, sponsors, and partnerships.
2. Financial planning, budget management and reporting.
3. Strategic planning/program development/community advancement.
4. Safety and risk management policies and procedures.
5. Community impact assessments and reporting.
6. Professional development.
7. Management of LATO program assets and human resources/relationships, including staff, volunteers, and partners, to sustain a healthy, harmonious work environment.

Education, Outreach and Engagement – 35%

In collaboration with LCSLO/LATO staff and program partners, oversee and support delivery of these core LATO projects and activities:

1. K-6th grade field trips and related classroom lessons.
2. Oak Ambassador training, service, and mentoring.
3. School-based nature classroom development and management.
4. Field trip volunteer docent training, service and support a variety of outreach and engagement channels and tools, including e-news, website, social media, public kiosks, interpretive signage, and community events.
5. Advanced learning and engagement opportunities, including school-based nature clubs and field trips and school library-based Nature Challenge.
6. Wildlife Camera Project (field, outreach, engagement, and education components).

Field Projects/Stewardship – 25%

Guide and support LCSLO staff, partners, and volunteers to achieve these program goals:

1. Safe and enjoyable educational uses of LATO trails and native landscapes.
2. Best stewardship and enhancement of LATO trail habitats and advancement of trail educational experiences.
3. Effective engagement of children and families in trail stewardship and field study activities.
4. Professional, harmonious, working relationships with trail partners/landowners.

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 a 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. Minimum of a bachelor's degree in an environmental science and/or education field.
2. Experience teaching youth in nonformal or classroom settings, as well as an understanding of teaching and learning processes as they relate to advancing youth environmental literacy and asset development.
3. At least two years of project team management experience.
4. 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.
5. Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge.
6. Experience working effectively without close supervision and dealing with problems as they arise.
7. Willingness to occasionally work evenings and weekends when necessary and to travel occasionally. Must have a valid driver's license.
8. 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.
9. A mission-driven individual with a belief in, commitment to, and passion for the mission of The Land Conservancy.
10. Knowledge of the non-profit sector and/or SLO County conservation issues.
11. Adheres to the highest ethical standards; demonstrates empathetic disposition and perseverance; reflects optimistic and positive attitude.
12. A hard worker and self-starter with the ability to quickly create a positive network of relationships.
13. 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. Familiarity with oak woodland flora and fauna, ecology and conservation biology.
3. Interest, knowledge, and skills in the area of curriculum development and management.
4. High level of natural curiosity, lifelong learning skills, appreciation for the value of youth mentoring/asset development and advancing environmental literacy in our community.
5. Grant application and management experience.

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