



Learning Among the Oaks (LATO) Educator - English/Spanish Bilingual Job Description

Position Type: Field and Office based, Full-Time, Non-Exempt

Starting Salary Range: \$20.00 to \$23.00 per hour DOE

Benefits: Paid Time Off (PTO), Paid Holidays, 401K Plan with Company Match, Paid Family Leave, Wellness Program, Special Access to LCSLO Properties, Employee Discounts, Health Insurance, 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. The organization has received the 2023 Blue Diamond Family-Friendly Workplace award, the highest available, from SLO County's Chamber of Commerce.

Learning Among the Oaks (LATO) is LCSLO's nature education, conservation, and youth leadership program. The program delivers K-6 California standards aligned classroom lessons and outdoor educational experiences at public schools in San Luis Obispo County. LATO also delivers the Oak Ambassador program, an optional development opportunity for older elementary students to learn about our local oak woodlands in preparation to serve as junior naturalists in their communities. Oak Ambassadors support hikes for other students and assist with outreach, community education, and land stewardship projects in a leadership capacity.

The **LATO Educator** works with students, LCSLO/LATO staff, school staff, volunteers, and community partners to 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. The LATO Educator provides essential guidance and mentorship to students, Oak Ambassadors, and volunteers. The LATO Educator will report directly to the **LATO Program Manager** and works in close collaboration with the **LATO Program Coordinator** and the **LATO Teaching Specialist**. This position is 8 hours per day and 5 days per week, equivalent to 40 hours per week.

Essential Duties of the Job

1. Deliver classroom-based instruction, Oak Ambassador training, and Outdoor Education hikes in accordance with best practices and professional standards. Work closely with the LATO Teaching Specialist to refine and prepare curriculum and related resources.
2. Support the diversity of youth education needs. Ensure inclusivity, respect, and kindness toward everyone involved in our programs and activities.



3. Support Oak Ambassadors and volunteers engaged in stewardship of Learning Among the Oaks Trails, Nature Gardens, Nest Boxes, and other hands-on nature care activities.
4. Prepare and maintain educational communication channels and materials including school Google classrooms, teacher hike packets, hike cards, student manuals, nametags, classroom binders, snail mail projects, and similar items. Collaborate with team members on program collateral and communications items presented in multiple languages.

Education, Outreach, and Engagement - 90%

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

1. Deliver Oak Ambassador training, support Oak Ambassadors leading K-6th grade outdoor education hikes, provide in-classroom pre-hike lessons.
2. Mentor Oak Ambassadors in all areas of training, service, and public presentation.
3. Manage Oak Ambassador online materials and communications through use of Oak Ambassador google classrooms. Update classrooms and respond to messages at least 3x weekly.
4. Oversee Oak Ambassador application process by developing materials, supporting students, and coordinating with teachers.
5. Develop and deploy the Nature Challenge activity at LATO schools.
6. Prepare teacher resource packets and on-trail materials for each Outdoor Education activity. Ensure all educational resources, OA materials, and safety equipment are prepared in advance for each outing.
7. Translate parent communication materials, social media posts, trail materials, and other collateral as needed to best support participating students and families.
8. Provide oversight and support for Oak Ambassadors and volunteers engaged in stewardship projects including but not limited to management of the Gateway to Nature Gardens and associated storage spaces, LATO trail bird boxes, and LATO trail maintenance or enhancement.
9. Work with the Volunteer and Engagement Coordinator and LATO Program Coordinator to ensure volunteers complete paperwork, log hours, and are properly recognized and celebrated.
10. Create photo documentation and short storytelling pieces for delivery in newsletters and over social media. Create at least one piece per month.
11. Professionally represent LCSLO and LATO at public outreach events.

General Program Support - 10%

Support the LATO team in delivering high quality programming to students, families, and the community by:



1. Provide program-wide support including facilitating partner communications, assisting with creation and editing of educational materials, supporting volunteers in the field, and supporting the LATO Teaching Specialist and Program Coordinator roles.
2. Assist with Learning Among the Oaks program development and management tasks such as development of future afterschool programs, communication materials, or coordination of outdoor education enrichment activities.
3. Other duties as assigned.

General Duties

1. Regularly communicate needs with Program Manager; balance demands of multiple tasks and projects.
2. Provide own transportation to Land Conservancy field and office facilities.
3. Follow all LCSLO personnel policies and procedures.
4. Be respectful and professional while avoiding behavior that would interfere with the work of others.
5. Maintain a positive attitude and adherence to highest ethical standards, including complete confidentiality and discretion.
6. Be conscious of safety hazards and report issues to your supervisor immediately.

Required Qualifications

1. Experience teaching youth in informal or classroom settings and an understanding of teaching and learning processes related to advancing youth environmental literacy.
2. Fluent in English and Spanish with the ability to speak, read, write, and translate both formal and informal information effectively.
3. Able to become CPR and First Aid Certified. Training will be provided.
4. Have and maintain a driver's license in good standing.
5. Able to receive and maintain school volunteer clearance by completing background checks and fingerprinting as required by each partner school district. Clearance must be achieved within three months of hire.
6. Love of the outdoors and the ability to lead youth safely during hiking, nature exploration, and land stewardship activities.
7. Superb written and verbal communication skills, excellent organizational and time management skills, and the ability to coordinate multiple projects and tasks at once.
8. Self-starter mentality with the ability to create a positive network of relationships with students, colleagues, teachers, Oak Ambassador parents, and volunteers.
9. Ability to work occasional evenings and weekends, and to travel occasionally.
10. Proficient with general computer programs such as Microsoft Suite. Ability to learn other computer programs and systems as needed.



A mission-driven individual with a belief in, commitment to, and passion for the mission of The Land Conservancy of San Luis Obispo County.

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:

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

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
- (F) Other: Communicate in both English and Spanish

Environmental

On the job the employee:

- (F) Is exposed to excessive noise
- (N) 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
- (N) Works in confined quarters
- (N) Other

Employee Signature

Date

Employee Printed Name