

Education Coordinator Job Opening

Updated 1-27-2020

About Downtown Greens

Downtown Greens is a nonprofit founded in 1995 in downtown Fredericksburg, VA, with a mission to foster community involvement and growth by protecting and nurturing urban greenspace through collaborative environmental stewardship and experiential education.

Position Overview

We are seeking a versatile, organized individual who enjoys working with children to serve as Educational Coordinator for our youth programming.

Current programs include the Youth Garden Club for children 0-8 years old; Garden Sprouts for Head Start and Virginia Preschool Initiative; and the Youth Farm Program for children in third through fifth grades. Additionally there are school groups, summer camps and homeschoolers that visit the garden from time to time.

Primary Responsibilities

The Education Coordinator is responsible for planning, preparing and executing all garden-based youth education programming at Downtown Greens. They will also plan activities and host summer groups and field trips that visit the garden. They will also work with homeschool groups for garden-based classes at Downtown Greens. During classes with the children you will have a teaching team consisting of the Program Coordinator and in most cases, at least one volunteer.

Required Skills and Experience

The Education Coordinator will be a self-motivated, independent worker who can also work well on a team. They will have experience working with children and writing curricula. They will have strong communication skills, patience and adaptability. They will be comfortable working outside in all weather conditions and able to lift 40 pounds without difficulty.

The ideal candidate will have experience with the following:

- Teaching children of all ages
- Outdoor/Garden-based education is a plus
- Organic gardening, sustainability, landscaping, and/or food production
- Working with people from diverse backgrounds
- Strong planning, organizational, and multi-tasking skills

All applicants will be required to complete a criminal background check.

Work Schedule and Compensation



206 Charles Street, Fredericksburg, VA 22401
540.371.7315
downtowngreens.org

The full time work schedule hours vary based on programming and season, but is a fairly consistent Monday-Friday work week.

Hourly rate is \$16.50 with accrued PTO and professional development opportunities.

How To Apply:

Submit a resume and cover letter to downtowngreens@gmail.com. Applications will be reviewed on a rolling basis until the position is filled.

Downtown Greens is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.