



***2021-22 Environmental Education Corps  
Garden to Table Position Description***

***Program Coordinator and Garden Educator***

**Program Overview:** Led by the Colorado Alliance for Environmental Education (CAEE), the Environmental Education Corps (eeCorps) AmeriCorps Program places AmeriCorps members at organizations throughout Colorado to focus on increasing environmental literacy for PreK-12 students and implementing the goals outlined in the Colorado Environmental Education Plan. eeCorps works directly with teachers, schools, and environmental education providers to support them in expanding reach and increasing impact of EE programming, while providing access to equitable learning experiences for all PreK-12 students. eeCorps members provide direct service to improve outcomes in Environmental Stewardship and Education. AmeriCorps provides opportunities to improve lives and foster civic engagement all across the country.

This position will be with Garden to Table, which is located in Boulder County, Colorado. Garden To Table empowers school communities with gardens and curriculum to engage all students in experiential outdoor education. Our program, also titled “Garden to Table,” is a partnership between schools, the community and our nonprofit. Garden To Table provides gardens, curriculum and support to schools in Boulder County and surrounding areas. Currently serving 19 elementary schools, our program connects with 370 teachers and more than 8,000 students. We provide everything a school needs to maintain a garden and use it for teaching and learning. Our Garden Team makes weekly check-ups to ensure gardens are thriving, and our standards-based curriculum includes lesson plans for grades PreK through 5th, addressing science concepts while engaging students in gardening tasks. Our Program Team provides instructional resources and consultation to support teachers in program implementation.

**Service Position Summary:** The primary member role will be as garden educator for five high-needs partner schools, with lessons scheduled from March through May, then as instructor at summer garden camp June through July. Late winter will be spent in preparation for programming, program orientation/training, and in support of professional learning offered to partner educators.

**Essential Functions (Primary Responsibilities):** eeCorps members engage with their Host Site organizations to develop, implement, and enhance programs, projects, and activities that will create progress towards eeCorps 'and Garden to Table's goals. These duties, not listed in chronological order, include:

- Lead garden lesson for grades PK-5 at five high-needs elementary schools
- Coordinate with schools and parent volunteers for lesson scheduling and implementation of program
- Design evaluation tool and collect data on student learning, engagement, and attitude

- Update existing summer camp curriculum
- Plan and lead weekly summer garden camp at various partner schools
- Prepare materials for program season, including assisting in starting plants for partner gardens
- Assist program and garden staff in delivery of professional learning for volunteers and educators
- Track progress and collect evaluation data for the program's performance measures
- Attend all eeCorps AmeriCorps trainings and orientations
- Complete National Days of Service projects as required by the eeCorps program
- Complete and submit all necessary eeCorps paperwork and reports by predetermined deadlines
- Some local travel required in the Denver Metro area

**Marginal Functions (Secondary Responsibilities):** Additional tasks include:

- Coordinate with program and garden staff to facilitate program implementation
- Facilitate creation of lesson videos for training and demonstration
- Contribute to social media campaigns related to program prep and delivery
- Provide outreach to the broader community by tabling at events, attending meetings, and assisting with volunteer events
- Assist with marketing and communications of events and programs such as Garden Tour and Garden Camp
- Analyze evaluation data and prepare reports summarizing results
- Assist with donor appreciation and event coordination

**Physical, Emotional, and Intellectual Demands:**

- Ability to work in outdoor setting in various weather conditions for up to 9 hours
- Able to carry/lift 40 pounds
- Commitment to equity in education
- People person willing to go out into schools and communities and engage

**Desired Qualifications:**

- Experience working with children in an educational setting
- Good stamina and strength
- Flexibility, reliability, dedication, and enthusiasm for the mission of Garden to Table
- Possess a valid Colorado driver's license and regular access to a vehicle (Mileage will be reimbursed)
- Able to pass Boulder Valley School District background check and National Service Criminal History Check (required)
- Comfort with Google suite for document creation and sharing, as well as online communication systems such as email and Slack
- Spanish speaking candidates preferred

- Ethic of national and community service and a strong desire to create positive change
- Ability to communicate effectively both verbally and in writing; computer literate
- High School Diploma or GED required
- Reliable transportation and proof of auto insurance
- U.S. Citizenship or lawful permanent resident status required

**Desired Skills & Abilities:**

- Educator at heart, with a desire to engage in garden-based learning with students in grades pre-K through 5
- Strong communication, problem solving, and organizational skills
- Self-motivated, team player, flexible, outgoing, resourceful
- Willing to engage and coordinate with teachers, school administrators, and parent volunteers
- Strong interest in plants, education, working outside, and environmental stewardship
- Passionate about Garden to Table's mission & vision
- Sensitive to physical safety for self, students, and volunteers

**Term of Service:** This is a half-time national and community service position requiring a minimum of 900 hours during the term of service (approximately 38 hours/week.) The position begins January 24th, 2022 and ends July 29, 2022. Flexible hours are required, including occasional evening and weekend commitments. Member may be asked to serve on Days of Service that take place on certain national holidays throughout the year.

**Training and Support Provided:** eeCorps members receive significant training and experience in community engagement, project implementation, leadership, diverse populations, and more. Up to 20% of total hours served may be spent in applicable approved training and professional development. Members will be supervised and supported by Lindsey LeCuyer, as well as by Erin Dreps, eeCorps Program Coordinator. The 2021-22 cohort of eeCorps members serving throughout the region will act as additional resources and support for each other.

**Location and Service Conditions:** This position is based in Boulder County, Colorado. Work is done at various school garden sites and inside school buildings. Remote work may be necessary when school facilities are unavailable.

**Benefits:** Half Time eeCorps members receive:

- A living allowance of \$603.84 distributed twice per month up to a maximum of \$7850. Taxes are deducted and the living allowance is distributed twice per month by direct deposit to the member's bank account.
- An education award of \$3,172.50 upon successful completion of term of service.
- It is possible to defer student loans while serving as an AmeriCorps member.
- Mileage reimbursement for travel to required trainings, days of service, and between program sites

- Non-tangible benefits, including extensive training, valuable experience, networking, and the opportunity to serve the local community in a crucial area of need.
- Ability to participate in regional EE leadership councils; option to obtain CAEE's nationally-recognized Professional Environmental Educator Certification.

**Diversity and Equal Opportunity:**

The Growe Foundation DBA Garden To Table pledges not to discriminate against any employee, volunteer, program participant or guest on the basis of race, creed, color, religion, national origin, ancestry, marital status, gender or gender expression, sexual orientation, age, physical ability, veteran status, or political service or affiliation. The Growe Foundation pledges to incorporate access and planning for all programs for people with special needs. The Growe Foundation pledges to comply with the Fair Labor Standards Act.

Adopted by the Board of Directors, November 15, 2016

The Colorado Alliance for Environmental Education (CAEE) recognizes the value of diversity and inclusiveness to advance environmental education. CAEE defines diversity in its broadest sense and welcomes everyone to the field of environmental education and the Alliance, including but not limited to people of all races, ethnicities, genders, gender expressions, sexual orientations, abilities, ages, national origins, socioeconomic status, religious affiliations, languages, and heritages.

**To apply:**

If you are interested in applying to this position, please send your resume and a short cover letter outlining your interest in the program and commitment to national service to Erin Dreps, eeCorps Program Coordinator, at [americorps@caee.org](mailto:americorps@caee.org). Please include "AmeriCorps Garden to Table Program Coordinator and Garden Educator Application" in the subject line. Please also attach a list of three (3) references, and a diversity and inclusion statement that is no longer than one page in length.