



Educator/Volunteer Coordinator

Hidden Villa is a nonprofit educational organization that uses its organic farm, wilderness, and community to teach and provide opportunities to learn about the environment and social justice. Hidden Villa stretches over 1600 acres of open space in the foothills of the Santa Cruz Mountains, about 40 miles south of San Francisco.

Our mission is to foster educational experiences that build connections and inspire a deeper appreciation and respect for nature, food, and one another.

POSITION DESCRIPTION:

The **Educator/Volunteer Coordinator** is responsible for coordinating Hidden Villa's educational volunteers program throughout the school year and collaborating in the design, planning, recruitment and hiring for the program in summer months. This position reports directly to the Senior Manager of Education.

RESPONSIBILITIES:

Volunteer Coordination (40%)

- Steward the Education Volunteer program to support program delivery
- Identify and pursue recruitment strategies to maintain and grow our team of volunteers
- Oversee the onboarding of volunteers to the department
- Collaborate with the Senior Outdoor Educator to design and implement volunteer trainings, including topics such as teaching strategies, inclusive practices, and farm/nature concepts
- Schedule volunteers to programs and provide them with relevant program information and logistics
- Maintain regular communications with volunteers regarding updates, opportunities, and engagements
- Observe and provide kind, clear coaching, mentorship, and feedback to volunteer guides
- Organize enrichment activities, appreciation events, and community building opportunities for volunteers
- Update guide training manuals and documents as needed

Instruction (60%)

- Lead day-long, onsite programs for students from a variety of age groups (PreK-12) using the organic garden, wilderness and farm animals and challenge course
- Support educational program logistics and administrative systems
- Contribute to client/teacher communications to support programmatic logistics and field-trip preparations
- Be willing to be trained in and instructing on a high ropes challenge course

Other Duties:

- Contribute to department and organizational strategic efforts
- Occasionally support organization-wide weekend or evening events
- Provide responsive, kind customer service to Hidden Villa program participants and guests
- Other duties as assigned

Desired Skills, Experience and Qualities

- At least 2 years of experience in environmental education, farm/garden education or related field
- First-hand experience as a volunteer
- Experience with coordinating volunteers, managing people, coordinating programs, organizing events, activities, or teams
- Experience with scheduling, tracking metrics, reporting, and managing databases.
- Computer proficiency including email correspondence, document formatting and web-based applications
- Personal commitment to the values of diversity, inclusion and social justice
- Must complete and pass a livescan background check

Physical Requirements

- Regular and consistent attendance and the ability to sit at a desk and/or work outdoors for at least eight (8) hours per day and five (5) days per week.
- Physical ability to stand, reach, bend, kneel, stoop, climb, walk, crawl, push, pull, and lift items weighing up to 40 pounds.

Hidden Villa considers a broad range of applicants from a wide variety of backgrounds. Please consider applying even if you do not meet all the desired qualifications above.

TERMS OF EMPLOYMENT:

This is a full-time, non-exempt (hourly) position and is scheduled for 40 hours/week, M-F with occasional weekend or evening work. The compensation for this position is \$28.50 per hour. This position is fully benefitted, including paid time off, health insurance and retirement. A language stipend is available for bilingual Spanish/English or Mandarin/English language skills, with proficiency level assessment. Because Hidden Villa is a youth-serving organization, all applicants will be required to complete a background check and Live Scan fingerprinting before hire. Due to the nature of Hidden Villa's operations, work hours may vary.

TO APPLY: Please email cover letter, resume and three professional references to jobs@hiddenvilla.org.

Hidden Villa is committed to creating a more diverse, equitable and inclusive organization at all levels. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We do not discriminate on the basis of any protected category.