



**Position:**

School Educator

**Classification:**

Nonexempt

**Hours:**

Full time- 40 hours per week  
Some Saturdays are required

**Salary Range:**

\$38,000-\$40,000

**Reports to:**

Director of Schools

**Date:**

July 2022

**Mission:**

Seed St. Louis empowers people and communities to grow food.

**Summary:**

The School Educator position plays a critical role in the development and implementation of Seed St. Louis' Seed to STEM program at our network school gardens. In this role, they deliver garden-based lessons as well as support garden leaders and the larger school communities to ensure that schools maximize the educational potential of their outdoor classrooms. The School Educator provides professional development training for teachers, acts as a resource for teachers as they plan their own cross-curricular lessons in the outdoor classroom,

and models skills that garden leaders need to build capacity in the garden and feel comfortable using the garden to teach academic standards. The School Educator is also an essential team member in the garden development process, serving as project liaison from inception to installation.

### **Essential Functions:**

- Build involvement in and commitment to the school garden within the school community, including teachers, administrators, students, parents and community volunteers at network school gardens
- Work closely with classroom teachers to develop lessons that support outdoor classroom teaching in a range of content areas
- Teach indoor and outdoor age-appropriate Seed to STEM lessons
- Assist school garden leaders in creating individualized garden maintenance plans
- Assist Director of Schools with teacher training and school garden networking events
- Purchase school program supplies and track expenses
- Track progress and evaluation of gardens in the database for use in annual evaluation
- Provide information as necessary for grant reports and proposals
- Provide information and guidance to individuals applying for the garden development process
- Serve as staff liaison for garden projects
- Assist with garden installations and the purchase of garden supplies and equipment
- Conduct annual site visits to maintain and build relationships with gardeners and to assess and track garden's progress
- Provide appropriate information to constituents through the preparation of content for Seed to St. Louis communications
- Participate in the development of outreach programs to promote the organization
- Assist with Special Events as needed
- Assist in balancing workloads during non-peak periods
- When necessary lead volunteers, practicum students, interns on tasks relating to the program
- Assist with grant writing for individual programs and overall agency

## **Desired Skills & Resources:**

- Minimum (1-2) years' experience in an educational setting using hands-on, interactive science inquiry methods or relevant horticulture work experience
- Horticultural experience and hands-on knowledge of garden tools and equipment required
- Experience teaching a diverse range of people in a non-traditional setting using interactive methods
- Experience performing basic carpentry skills necessary to cut lumber, build raised vegetable beds, and construct compost bins
- Experience using program evaluation tools and assessing feedback
- Excellent project management skills including ability to develop schedules/timelines, long-range planning, communicating with and directing work groups; ability to manage competing priorities, lead and direct a work group and provide quality results. Strong focus on execution
- Ability to teach others basic gardening techniques and skills, community garden management skills, community building skills, and leadership development for community gardeners throughout the St. Louis area
- Strong public speaking/presentation skills; demonstrated experience presenting in front of diverse groups preferred
- Ability to collaborate with others to achieve organizational goals and objectives
- Demonstrate highest level of professional and ethical conduct
- Proficient experience using Google Workspace
- Experience entering data into a database

## **Work Environment:**

This position will work outdoors doing extensive manual labor periodically throughout the year. Must be able to work outdoors in all weather conditions. Must be able to carry heavy objects, climb ladders, move objects from one location to another, and work in a crouched position

- Actively works hands-on to complete horticulture/carpentry related tasks
- Comfortable working in immediate proximity to the general public, in a safe and friendly manner
- Primarily office/indoor work performed during winter months

- Scheduling flexibility to accommodate special events on occasional weekends or evenings is required

**Required Skills & Physical Demands:**

- Driver's License required
- Ability to work both outdoors and indoors for extended periods of time
- Ability to lift 50 lbs. (i.e., load, unload and move gardening supplies, medium to heavyweight tools and equipment)
- May be required to perform tasks at varying heights (i.e., step stools, climb ladders, etc.)

**Travel:**

Frequent local travel throughout the St. Louis metropolitan area is required - 50% or more.

**Work Authorization:**

- Must be at least 18 years of age
- Must have the authorization to work in the United States as defined by the Immigration Reform Act of 1986
- Must complete a Missouri State Highway Patrol Fingerprint Background Check
- Must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, if hired, present proof of vaccination by start date

**EEO Statement:**

Seed St. Louis, does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, pregnancy, veteran status, genetic information, or any other basis prohibited by applicable law.

**Accommodations:**

Seed St. Louis is committed to providing qualified individuals with reasonable accommodations to perform the essential functions of their jobs. Additionally, if you (or another applicant of whom you are aware) require assistance accessing or reading this job posting or otherwise seek assistance in the application process, please contact [info@seedstl.org](mailto:info@seedstl.org)

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**To apply please send a resume and cover letter to [info@seedstl.org](mailto:info@seedstl.org) with the subject line School Educator and your name. Please do not contact the organization regarding this open position.**

**Please visit [www.seedstl.org](http://www.seedstl.org) to learn more about our org**