Education and Green Schoolyards Manager

About The Watershed Project
The Watershed Project (TWP) is a nonprofit organization based in Richmond, California whose mission is to inspire Bay Area communities to understand, appreciate and protect our local watersheds. Along with our many community and local group partners, through educating, community organizing, restoring creeks, shorelines, and native plant communities, and implementing vital green infrastructure projects, TWP is committed to building environmental resiliency and equity in the San Francisco Bay Area.

Position Overview
The Education and Green Schoolyards Manager provides outdoor education to K-12 students, both on their school campuses with green infrastructure (rainwater cisterns, rain gardens, trees, etc.) and on field trips to parks and restoration sites. Under the direction of the Program Director, this position develops curriculum and teacher trainings designed to engage educators and their students with schoolyard green infrastructure. This position also oversees the development and delivery of in-class lessons, outdoor field trips, and community events, supported by the education program staff. The ideal candidate is experienced in K-12 education and curriculum development, familiar with using green schoolyards as educational spaces, team oriented, highly organized, and committed to The Watershed Project’s goals of advancing environmental resiliency and equity in the Bay Area.

Responsibilities
Responsibilities may include, but are not limited to:

Curriculum Development and Teacher Training (50%)
  ● Collaborate with technical professionals and school district staff to develop, pilot, evaluate, and publish curricula designed to help educators use schoolyard green infrastructure (rainwater cisterns, rain gardens, trees, etc.) as a teaching tool with their students.
  ● Provide training to educators on green infrastructure related curricula and teaching methods.
  ● Coordinate program logistics such as scheduling, staffing, and materials for green schoolyards education activities such as teacher trainings and on-campus workdays.
  ● Develop educational content for field events such as restoration (planting, weeding, mulching, watering), trash cleanup, water quality monitoring, and community events. Attend and support events as needed.
  ● Ensure TWP’s K-12 education programs are aligned with restoration projects and that TWP’s restoration and community programs include public educational elements.
  ● Assist with developing and leading TWP staff trainings, including training for field trip support staff.

Education Program Management (45%)
  ● Supervise and support two education program staff in coordinating and delivering K-12 lessons and field trips. Includes providing feedback, teaching as needed, and supporting scheduling, outreach, and curriculum development and evaluation.
  ● Work with education program staff to obtain, maintain, and organize materials for education programs.
  ● Manage partnerships with entities including school districts, park districts, and nonprofit organizations. Cultivate relationships with relevant stakeholders.

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● Write and manage grants for education program, including reporting and budget management.
● Oversee administration for education staff including timesheets, reimbursement requests, and leave requests.
● Seek relevant professional development opportunities for education team.

Communications and Outreach (5%)
● Provide content to Communications Team for social media, newsletter, and website updates.
● Seek opportunities to present education projects at conferences and stakeholder meetings.

Desired Qualifications
The ideal candidate will possess some of the following knowledge, skills, and experience:
● Demonstrated commitment to outdoor and environmental education.
● 2+ years of K-12 teaching experience.
● Experience developing curricula and familiarity with Next Generation Science Standards.
● Familiarity with education in outdoor classrooms, school gardens, or similar settings.
● Experience with project management and tracking expenditures.
● Commitment to equity, inclusion, diversity, justice, and accessibility in education.
● The ability to take individual responsibility and to work effectively as part of a collaborative team, including responsiveness and clear verbal and written communication.
● Flexibility, enthusiasm, dependability, and the ability to work effectively with many different types of people.
● Organization, preparation, and coordination skills.
● Familiarity with or ability to learn computer applications such as Zoom, Microsoft Office Suite, and Google Suite.
● Bilingual in English and Spanish a plus.
● Degree or certificate in a related field (such as education or sustainability) desirable.

Physical Requirements
● Fingerprinting, TB test, and proof of COVID-19 vaccination required after hire.
● A reliable form of transportation to TWP’s office in Richmond and schools and field sites in San Francisco, Oakland, Richmond, and San Pablo.
● Work involves walking on uneven or muddy terrain. Work requires squatting and kneeling.
● Frequently lifts, carries and positions objects weighing up to 25 pounds.
● CPR and First Aid certification is a plus.

Work Environment and Values
Work is performed in an office and outdoor setting. Office location is at the Richmond Field Station in Richmond, CA, with field sites primarily in West Contra Costa County and Oakland. The Education and Green Schoolyards Manager is expected to live locally and work from the office or field locations as needed, but some tasks may be performed remotely.

TWP is an equal opportunity employer that strives to recruit a diverse workforce and provide an equitable and inclusive workplace for all. We strongly encourage people with a variety of backgrounds and lived experiences to apply and thrive within our growing team. We seek qualified and passionate individuals regardless of age, ancestry, color, creed, cultural background, ethnicity, gender identity or expression, marital status, military obligations, national origin, parental status,

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physical ability, race, religion, sexual orientation, socioeconomic status, or veteran status.

**Compensation**
This is a full-time, Salary Exempt position with a salary of $53,000-$58,000 per year. The Watershed Project offers excellent benefits, including:

- Medical and dental insurance
- Paid vacation time (10 days per year) and sick leave
- 14 paid holidays per year
- Paid holiday closure between Christmas and New Year’s Day
- 403(b) retirement plan
- Paid professional development opportunities
- Flexible work schedule
- Friendly, dedicated, and supportive coworkers

**To Apply**
Please email a resume and cover letter, describing your interest and experience relevant to this position, to jobs@thewatershedproject.org and include “Education and Green Schoolyards Manager” in the subject line.

**Applications received by Sunday, August 6th will be prioritized for review,** although we will keep the position open until filled. We hope our new team member will start in September, but this timeline is flexible based on mutual availability. Please visit [TheWatershedProject.org/Green-Careers](http://TheWatershedProject.org/Green-Careers) for up-to-date information.

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