

**North Coast Opportunities, Inc.**  
**413 N. State Street, Ukiah, CA 95482**

**POSITION DESCRIPTION**

**POSITION TITLE:** EDUCATION PROGRAM COORDINATOR  
**DEPARTMENT/PROGRAM:** FISCAL SPONSORSHIP (COMMUNITY WELLNESS)  
**REPORTS TO:** SCHOOL OF ADAPTIVE AGRICULTURE OFFICE MANAGER  
**SUPERVISORY RESPONSIBILITY:** NO  
**FLSA/IWC STATUS:** NON-EXEMPT  
**WC CODE:** 8868

**I. GENERAL DUTIES AND RESPONSIBILITIES**

The School of Adaptive Agriculture (SAA) Program Coordinator (PC) is primarily responsible for organizing and implementing the learning environment for Practicum students. The PC will facilitate discussions and learning experiences in classroom, field and farm environments, working closely with students, instructors, farmers and in collaboration with other SAA team members to ensure a high quality, comprehensive program. The PC will coordinate additional education opportunities as directed.

**II. SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Work with the SAA team members to:
  - a) Organize and execute the calendar and schedule of the Practicum Program, communicating this clearly and timely to students and staff through defined methods;
  - b) Schedule lessons, tutorials and workshops with instructors for the Practicum Program; and,
  - c) Organize and facilitate student field trips; provide schedules and preparatory and travel information to students within an appropriate timeframe to allow for successful events.
2. Work with instructors to prepare handouts, readings, and materials for lessons, field trips, and workshops.
3. Participate in the teaching of the curriculum by developing lesson plans and conducting both hands-on and classroom instruction.
4. Lead student discussions to draw connections between lessons, field trips, field work, and future application of related practices and principals of sustainable farming.
5. Facilitate the matching of students to host farms, providing on-going support and as needed conflict resolution to ensure successful host farm learning opportunities.
6. Coordinate mentorship opportunities for interested students.
7. Maintain systems, guidelines and procedures for keeping kitchen, showers, bathroom, and schoolhouse orderly and clean in accordance with any required County ordinances.
8. Organize and monitor compliance with the weekly student chore schedule.
9. Facilitate or participate in weekly check-ins and help resolve interpersonal conflicts using SAA communications guidelines.
10. Act as the primary contact for student emergencies while on campus.
11. Participate in the development of an SAA workshop series as directed.
12. Following each Practicum term, prepare a review and recommendations report regarding retention and program execution.
13. Align work behaviors in conformance with NCO's Personnel Policies and Procedures and its Mission, Vision and Values.
14. Work habits:
  - Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.

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- Maintains a high level of confidentiality in all aspects of work and in alignment with NCO's policies and procedures.
  - Is able to stay focused on the job.
  - Takes pride in creating an efficient, collaborative work environment.
  - Treats co-workers and clients with respect.
  - Represents NCO and its program to the community in a positive light.
  - Dresses appropriately for the assigned job duties and responsibilities.
  - Is able to constructively adapt to change.
15. Other duties as assigned by supervisor.

### **III. JOB QUALIFICATIONS**

1. A minimum of two years of recent farming or teaching experience is required; five or more years of such experience is preferred.
2. Must be punctual, highly organized and detail-oriented in relation to the oversight and management of school related functions, schedules and duties.
3. Possession of excellent critical thinking skills and an ability to facilitate maximum student learning through the use of guided discussion, as well as implementation of various modes of instruction and pedagogical strategies.
4. Knowledge about and an above average understanding of farm safety procedures is required.
5. Able to work and communicate effectively with a diverse group of people of all ages and backgrounds.
6. Demonstrated ability to work collaboratively as a team member, but also to work with minimal supervisor or direction.
7. Conflict resolution, group organization or mediation experience preferred.
8. Experience successfully setting and managing priorities around fluctuating duties and work schedules.
9. Ability to read, write & speak English sufficiently to perform required duties.
10. Because driving may be required to perform some of the functions of this job, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

1. The employee's work environment may vary between indoors and outdoors, heat and cold, sun and rain; outdoor gardening activities; and indoor activities.
2. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
3. The employee is regularly required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
4. The employee is frequently required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
5. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift up to 40 pounds with assistance using ergonomic guidelines.
6. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
7. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
8. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is an occasional aspect of this job.
9. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
10. The employee may occasionally use kitchen equipment and implements that can be heavy, hot or sharp; as well cleaning and sanitizing products.

11. The employee will regularly use moving mechanical equipment, farming and gardening tools, wield sharp implements for gardening.
12. The employee's work alternates between quiet and moderately loud during interaction with students and farm related or public activities.

*Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

Program:	NCO/School of Adaptive Agriculture, Willits, CA
Position:	Education Program Coordinator
Rate of Pay:	\$ 17.00 per hour
Hours:	Up to 25 hours per week, 9 months/year
Benefits:	Paid holidays, vacation and sick leave. Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan within 90 days of hire, and for employer contribution & matching program upon qualifying.
To Apply:	Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at <a href="http://www.ncoinc.org/about-us/jobs/">www.ncoinc.org/about-us/jobs/</a> , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.  <b>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</b>
Application Closing Date:	April 22, 2019 at 5:00 p.m.
Submitting an Application:	Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	