



Job Posting Education Program Coordinator

Over the last 22 years, Growing Gardens has brought gardening, nutrition education and produce donations to over 162,000 Boulder County residents.

We offer a variety of programs to get people of all ages, backgrounds, income levels, and abilities involved in growing and cooking their own food. These educational opportunities are paired with seed, plant start, and produce donations, as well as gardening space, to impart greater food security and hunger relief in our community.

The Growing Gardens Education Program Coordinator plays an important role in developing and implementing farm-based environmental education programs for preK and elementary aged children. The Education Program Coordinator oversees the management of and is the lead educator in our School Day Off Programming.

Job Title: Education Program Coordinator

Job Status: Part Time, Salaried Employee

40 hours per week March-Oct and 20 hours per week Nov – Feb.

Reports To: Education Program Director

Pay: \$39,010- \$43,500 .83 FTE (additional compensation for Spanish speaking and writing skills)

Preferred start date: August 13, 2025

Benefits: Flexible work schedule November- February. Health and dental insurance. Paid Time Off, Paid Holiday leave, Paid sick leave, 50% off produce and plant starts at Growing Gardens. [Click here to learn more about our generous benefits policy](#)

The experience we offer:

- The opportunity to pair your work with your passion and to have a real impact in affecting positive change in our community.
- Professional development opportunities
- Supportive organizational culture where you have independence and room to be creative.
- The chance to be part of a thriving team culture where successes are celebrated together and coworkers enthusiastically share knowledge and support.
- A beautiful location: our office is on an urban farm in Boulder, Colorado.

Education Program Coordinator Job Responsibilities

- Schedule and teach garden-based education programming for children (Field Trips and Class Visits) at Boulder and Longmont Farm sites
- Manage and Co-teach School Days Off Programming
- Help coordinate and instruct in Goats and Gardens summer camp
- Train and mentor interns

- Collaborate with Education team members to develop new programming, create new curriculum and review programming process and procedures
- Weekly chore shifts with goat herd (March-May, August - October)
- Track and record data for program reports
- Establish and maintain credible, professional relationships with program partners, teachers, participants and parents.
- Attend outreach and organization events some of which are during evening and weekend hours.

Required Qualifications

- **The candidate must have at least 455 hours of verifiable experience working with school-age children aged 4-18 in groups of four or more. Babysitting hours cannot be counted.**
- Bilingual Spanish/English - **please note in your cover letter your level of Spanish fluency**
- Strong teaching skills with ages prek- 5th grade.
- Strong communication and conflict resolutions skills
- Strong decision-making skills
- Computer skills over a wide variety of platforms
- Attention to detail and ability to meet deadlines
- Ability to work independently as well as collaboratively with a small staff
- Experience or interest working with goats
- Ability to pass background check

Preferred Qualifications

- Experience with organic gardening/farming
- Experience with Nutrition Education
- Experience working with diverse, bilingual populations Boulder, Weld, and/or Broomfield counties.

TO APPLY:

No phone calls please. Email your resume, cover letter, and contact information for two references with “Education Coordinator” in the email subject line to: info@GrowingGardens.org. We strongly encourage you to submit 2 letters of reference, as well, with your application materials.

Please note: In your cover letter - please indicate how you meet the 455 hours of educational experience required. Please put this in BOLD text directly under your signature line

Qualified applicants will be interviewed starting July 17 until the position is filled.

Candidates from minority or marginalized groups or with multicultural backgrounds or experience are especially encouraged to apply. Growing Gardens is dedicated to the principles of equal employment opportunity. We actively foster an environment that is free of racism, discrimination, bias, and harassment; where all individuals are treated with dignity, safety and respect.

[Click here for Full Job Description for Education Program Coordinator](#)