



After School Coordinator Job Description

ABOUT SEEDS AND ITS MISSION

Located in a historically marginalized neighborhood of Northeast Central Durham, SEEDS aspires to develop the capacity of young people to respect life, each other and the earth through growing, cooking and sharing food. With access to a two-acre garden and a kitchen, SEEDS wants its young people, ages 5-17, to leave the garden with an understanding of how food sustains us in life and good health, respect for land and environment, and with leadership skills through serving the community by sharing the food they grow in the garden.

The SEEDS building, constructed in 2014, holds a kitchen and a multipurpose room with communal tables where the young people share meals they make using food they grow in the garden. Outdoors, there are two acres of land with a classroom pavilion, outdoor cooking spaces, a greenhouse, a chicken coop, bees, a pond, environmental education exhibits and multiple areas for growing edible and other plants.

About the After-School Coordinator

Reporting to the Program Manager, the primary responsibility of this role is the daily coordination of all aspects of the SEEDlings After-School Enrichment program. Additional responsibilities include (1) planning for and implementing enrichment activities for children in 1-5 grade that emphasize SEEDS' values, build life skills, and prepare children for learning (2) close coordination with program team to ensure activities connect to garden and cooking lessons (3) management of indoor classroom space

As a member of the team, the After School Coordinator is responsible for the day to day functions, consistency, and success of the after-school enrichment program. This position plays a key role in creating great relationships with kids and families who participate in our program as well as consistent and effective communication with program staff.

Duties include but are not limited to:

- Provide enrichment activities from 3:00-6:00 each day
- Build rapport with children and families and report daily to parents about children's experiences
- Collaborate with program team to create and implement a cohesive learning experience for participants.
- Ensure safety of children by being aware of potential hazards and addressing them
- Maintain cleanliness, hygiene, and organization of program space
- Create an aesthetic environment in the classroom that encourages creativity and learning
- Oversee homework and tutoring each day
- Supervise and orient program volunteers, tutors, and guest teachers
- Supervise drop off/pick up and ensure parents are adhering to pick up policies
- Document lesson plans, activities, and feedback
- Provide monthly program reports and impact measures
- Ensure program materials are inventoried and properly maintained
- Support community relations by acting as an ambassador for the organization as necessary with community members, program participants, partners, collaborators, supporters and advocates, actively building relationships that will advance the mission and outcomes of the organization

Required Knowledge, Skills & Abilities:

We seek an After School Coordinator who has had experience and success working with children in an environmental education, inquiry-based environment that emphasizes activities that build values such as peer leadership, equity, service learning, teamwork and responsibility. The After School Coordinator is a collaborator interested in working closely with a team to continually develop outstanding enrichment program for our



participants. We seek an individual who is enthusiastic and creative in their approach to discipline, group cohesion, and preparing children for learning. Spanish fluency strongly preferred.

Working Conditions

This position is a physically active position. The After School Coordinator must be able to stand and walk for long periods of time, to bend at the knees and hips and to lift at least 30 pounds overhead.

This position is a part-time position and requires the ability to work 2-6 pm, Monday through Friday.

Compensation

\$15/hour, 20 hours/week

Please submit a cover letter and resume with three references to hjhill@seedsnc.org by close of business on August 18th. No phone calls please.

We value a diverse workforce and an inclusive culture and encourage applications from all interested persons, including people of color, persons with disabilities, and LGBTQ individuals.