



AFTER SCHOOL COORDINATOR

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, the earth, and each other 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 POSITION

Reporting to the Executive Director, the primary responsibility of this role is the daily coordination of all aspects of the SEEDlings (1st-5th) and SAPLINGS (6th-8th) After-School Enrichment programs. Additional responsibilities include (1) planning/implementing enrichment activities for children in grades 1st-8th that emphasize SEEDS' values and build life skills, (2) close coordination with program team to ensure activities connect to garden and cooking lessons, (3) management of indoor classroom space (4) Data-Collecting and tracking of Youth Progress, and (5) School/Community Partner Visits.

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 during the school year and during summer camp. 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.

Responsibilities

Community Outreach

- Recruit students who fit out target community as needed to maintain full program capacity
- Support community relations by acting as an ambassador for the organization with community members, program participants, partners, collaborators, supporters, and advocates
- Actively build relationships with Durham Public Schools and other community stakeholders that will advance the mission and outcomes of the organization

Teaching & Educating

- Plan, design, and teach enrichment curriculum for daily after school activities
- Build rapport with children and families and communicate daily to parents about children's experiences
- Teach lessons around social and emotional learning



- Collaborate with the 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
- Oversee homework and tutoring each day

Program Management

- Create an aesthetic environment in the classroom that encourages creativity and learning
- Supervise and orient program volunteers, tutors, and guest teachers
- Supervise student 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
- Collaborate with Farm Educator and Chef Educator positions to ensure curriculum alignment across SEEDS lessons
- Track student outcomes and collect data on the impacts of SEEDS programs throughout the year

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 collaborative role interested in working closely with a team to continually develop outstanding enrichment programs for our participants that support social and emotional development. We seek an individual who is enthusiastic and creative in their approach to discipline, group cohesion, and preparing children for learning. Spanish fluency is 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 requires work Monday through Friday between the hours of 10 AM and 6 PM.

Compensation

\$18/hour, 30 hours/week with benefits.

Please submit a cover letter and resume with three references to cpolanco@seedsnc.org. No phone calls please. Applications will be reviewed on a rolling basis until the position is filled.

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.