



Job Opportunity: **Education Manager**

Introduction to the Sherman Library & Gardens

The mission of the Sherman Library & Gardens is to provide inspiration, education and appreciation of regional history, horticulture and the arts, for all. It comprises a renowned botanic garden, historical research library specializing in the history of the Pacific Southwest and collection of California Impressionist art. It is located in Corona Del Mar, Orange County, CA on a 2.2 acre site.

Education is at the heart of the Sherman mission and the program is growing. We are looking for an experienced Education Manager to help deliver the programs as well as support our team of education staff, independent instructors and volunteers.

Job Description:

Job Title: Education Manager

Supervisor: Education Director

Supervises: Independent Instructors, Interns, Docents

Position Description:

The Education Manager participates in all aspects of the structured garden education programming at Sherman including curriculum development, program preparation, coordination and delivery for early childhood, elementary school children and teachers, at the Sherman campus and occasionally off-site or virtual. You will teach classes, create lesson plans in collaboration with horticultural staff, and ensure the educational programs run smoothly. Although strongly focussed on Elementary School programs on-site, the Education Manager will also participate in program activities which include Middle or High School Students, Adults, Intergenerational groups and Community Organizations. The Education Manager will also work closely with the volunteer Docents to support them in the creation, delivery and scheduling of tours.

Areas of Responsibility/Essential Duties:

Field Trip Program (Elementary)

- Manage the on-site School Field Trip Program. This role includes marketing, scheduling, training volunteer Garden Guides, developing curriculum and evaluation. The Education Manager will also teach as part of the School Field Trip Garden Guide team.

Summer Programs

- Manage all aspects of the summer High School Intern program
- Work with the Horticulture team to manage the Arnold D. Haskell Cal Poly San Luis Obispo Internship program
- Manage all aspects of the annual two week Summer Camp program

Guided Tour Program

- Manage the Group Tour program.
- Recruit, train and support volunteer Docent Guides.
- Manage the scheduling process
- Deliver tours (or find appropriate guide) for VIP, Community College or Professional or other groups with bespoke needs.

Classes Program

- Work with the Horticulture team to develop their skills to deliver in-house workshops, lectures and classes.

Interpretation and Events

- Work as needed to add educational elements to projects including regular plant society shows, 'Creatures of the Night', 'Nights of 1000 Lights' and other Sherman projects.
- Contribute to interpretation and informal learning projects as needed.

Planning, Evaluation and Culture

- Work with the Education Director to set strategy for program growth, evaluate activity and manage resources.
- Create a positive, healthy and safe class environment with culturally appropriate practices and inquiry-driven learning.

For further information about Education Programs at Sherman visit www.thesherman.org

Education and Experience

- Teaching experience in K-6 classroom, botanic garden and/or environmental education organization (Preferred).
- Bachelor's Degree
- Experience or familiarity with Inquiry-Driven Learning approach, California NGSS and Common Core Standards.
- Volunteer management experience (Preferred).
- Enthusiasm and demonstrated ability to work with children and adults.
- Demonstrated interest in horticulture
- Ability to deliver exceptional customer service to diverse internal and external customers.
- Ability to coordinate with other departments, change priorities, and multi-task with minimal supervision.
- Ability to use, or learn to use, Microsoft Office, SignUp.com, Canva, DonorPerfect and Constant Contact.
- Excellent oral and written communication skills
- Detail oriented and strong organizational skills.

Work Environment:

- At least 50% outdoors, throughout the year
- Traversing through occasionally uneven garden terrain
- Occasional need to work on nights and weekends

- Physical ability to set up furniture etc in support of education programs
- Extensive interaction with the general public of all ages
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Hours: This position is available as a Full-time position with occasional weekend and evening work.

Compensation: \$60,000 – \$75,000 FTE commensurate with experience and qualifications

Benefits: Health Insurance, Dental insurance, 401(k) Retirement Plan

Paid time off: Accrued vacation (10 days annually)

To Apply:

Please send to Catherine Dickinson, Education Director catherine@slgardens.org

- Cover letter explaining why you are a good fit for this role
- Resume

May 2023