



Early Childhood Garden Educator / Coordinator Job Description

Hours per week	15 hours/week
Supervised by	Deputy Director of Quality Assurance
Location	Eugene, OR and Springfield, OR
Starting wage range	\$21.93 - \$24.03, depending on qualifications

Overview

Relief Nursery provides comprehensive family support services that are easily accessible to families who are raising children birth through five years of age and who are experiencing high levels of stress. We provide early intervention that centers on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of support, from therapeutic classrooms and outreach programs, to parenting education, substance use disorder recovery support and more.

The Garden Coordinator designs therapeutic nature experiences for children and families that enhance resilience, support social emotional development, foster a connection with the natural world, and create opportunities for community building. This includes developing and facilitating outdoor early childhood curriculum, organizing parent garden engagement, and supporting Relief Nursery classroom staff in bringing therapeutic nature curriculum to the classroom experience at both our Eugene and Springfield, Oregon sites.

The position also coordinates the weekly food pantry at our Eugene site.

Responsibilities

Garden

- Oversee, design and maintain Relief Nursery gardens
- Design and lead opportunities for the children and families to participate in nature experiences (e.g. planting, watering, nature art, field trips, etc.)
- Develop relationships and communicate garden opportunities to Relief Nursery staff and families
- Support Relief Nursery classroom teachers in developing and implementing enriching outdoor curriculum
- Coordinate with kitchen regarding the use of garden produce for classroom meals
- Develop and maintain relationships with garden and nutrition focused partner organizations and in collaboration with the development team, request donations (e.g. Food for Lane County, the School Garden Project, OSU Extension, etc.)
- Identify opportunities to increase participation in garden activities by BIPOC, immigrants and refugees, single parents and caregivers, and LGBTQ+ populations
- Work with the volunteer coordinator to ensure that interns and volunteers who work in the garden are given required oversight, support and direction



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- Collaborate with Grants Manager and Program Director to assist in securing funding for the garden program

Food Pantry Support

- Coordinate the weekly operations of the food pantry
- Drive Relief Nursery buses or vans to Food for Lane County (FFLC) and lead shopping, loading, and unloading of food
- Support the pantry team in restocking tables and shelves, ensuring the pantry remains organized and clean, and maintaining inventory levels
- Return boxes to FFLC

Other

- Participate as a team member in staff meetings, site meetings, collaborative groups, supervision meetings, and special projects including but not limited to Relief Nursery projects, special family events and other opportunities as requested
- Attend required trainings
- Conduct job responsibilities in accordance with professional boundaries, confidentiality, and the values and principles of Relief Nursery
- Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy
- Perform other relevant duties as assigned

Minimum Qualifications and Skills

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

- Passion for working with children and families, as well as knowledge and experience in organic gardening
- One year of relevant work experience, or a combination of training and experience that provides the required skills, abilities and knowledge
- Demonstrated ability to think strategically, collaborate, take initiative, and to maintain confidentiality
- Project coordination and organization skills; ability to manage multiple projects with attention to detail; ability to handle interruptions
- Effective communication skills, dependability and flexibility
- Ability to work independently and collaboratively and as a leader
- Basic computer skills for communication and documentation, including Microsoft Outlook, Word and Excel
- Current Oregon Driver's license, acceptable driving record and insurance



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- Current Pediatric First Aid/CPR and Food Handler's cards or ability to obtain as part of Relief Nursery's onboarding process

Preferred Qualifications and Skills

- Bilingual in English and Spanish
- Prior formal education or training in early education or social work, community-based sustainable agriculture, small-scale farming, or organic vegetable gardening, food banking, or local food systems
- Experience managing a school or community garden or working on an educational farm
- Paid work experience in early education, social service, or similar environment
- Knowledge of early childhood development and developmentally appropriate activities
- Knowledge of local community resources and potential partners in implementing a school and family garden program
- Experience recruiting, training, coordinating, and effectively managing diverse volunteers
- Experience of successful multicultural inclusion of BIPOC, immigrants and refugees, single parents and caregivers, or LGBTQ+ populations

Physical Requirements

- Ability to frequently stand, walk, kneel, sit on the floor or ground, lift and carry children up to approximately 40 pounds, bend, reach, and sometimes run to respond to emergencies, all while maintaining a high level of alertness and physical stamina to engage with young children throughout the day; this may also include good vision and hearing for observing children's behavior and interactions
- Work requires regular lifting, moving and carrying of objects from 20 to 40 pounds, such as gardening materials and boxes containing food
- Ability to work outside in all weather conditions including seasonally hot or cold temperatures. Ability to move around the garden space with wheelbarrows and carts for mulching, compost or debris

Interested applicants, please email resume and cover letter to:

Lindsey Steele, Director of Administration and Human Resources
hr@reliefnursery.org

Pre-employment drug screen, criminal background check, DMV check, and proof of auto insurance required. Position will remain open until filled.

Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace