



## COMMUNITY EDUCATION COORDINATOR

Position Title	Department	Reports to
Community Ed Prog Coordinator	Youth Programs/Community Engagement	Executive Director
Employment Status	Term of Employment	Effective Date
<b>Full Time</b>	<b>32 Hours/Week</b>	<b>ASAP</b>

### COMMUNITY EDUCATION PROGRAMS COORDINATOR - POSITION SUMMARY

Groundwork Richmond is an environmental organization that is “**Changing Places & Changing Lives**” by restoring the environment with the next generation of environmental stewards. We work with area youth to help them develop their leadership potential and provide service learning opportunities in Science, Technology, Engineering, Arts & Math (STEAM). We work with local partners to provide community-based learning experiences, academic support strategies, and awareness around environmental & community-based career tracks. We are greening our hometown by restoring the urban forest, brining parks to the people and activating the Richmond Greenway Trail. By integrating meaningful learning objectives with Groundwork Richmond’s community revitalization these education programs play a vital role in meeting our mission.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Organizational Leadership

- Preside as a Community Education Coordinator directing organizational priorities;
- Provide thoughtful input on organizational work plan;

#### Program Coordination

- Groundwork Richmond Community Education Programs
  - o Plans, Executes Green Team (GT) Education Program;
  - o Reviews & develops relevant educational curricula to compliment community revitalization work and the college & career readiness of GT members;
- Green Team Management
  - o GT member Literacy, familiarizes with school sites, counselor contact information, current academic status & any school site educational goals, needs & progress;
  - o Develops a positive relationship with individual GT members and monitors both the skill/concept acquisition of the GT as well as social & emotional integration of individuals with the GT & the Groundwork Mission;
  - o Plans and coordinates educational programming and materials with Groundwork community revitalization efforts.

#### Collaboration and Partnership

- Create and maintain relationships with community members, community based agencies, the City of Richmond, West Contra Costa Unified School District, elected officials at the city, county, state and federal level, and others with goals related to the GWR mission;
- Serve as Green Team liaison to Groundwork USA, and other Groundwork Trusts;

#### Observe Best Practices

- Complying with Groundwork Richmond safety regulations, when necessary utilize the appropriate Personal Protective Equipment (PPE)
- Reading and understanding training materials and work-related documents

- Follow GWR incident reporting procedures; observing risks, near misses or any safety related concerns to the attention of the Urban Forestry Manager, Program Manager or Executive Director
- Performing other work-related duties as assigned.

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Must possess or be able to obtain a valid and appropriate CA state driver's license
- Combination of education and experience that demonstrates adequate knowledge and ability
- Knowledge of first aid or be willing to be certified
- Ability to work independently and complete daily activities according to work schedule
- Ability to communicate orally and in writing
- Ability to use G-Suite for nonprofits platform
- Ability to understand, follow and transmit written and oral instructions
- Ability to meet attendance schedule with dependability and consistency
- Must be 21 years of age or older

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk and hear. The employee is frequently required to use hands to feel objects, tools or controls. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. Within reason, the employee must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue.

### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document *only* provides for an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.