



JOB ANNOUNCEMENT

Community Programs Coordinator

Hidden Villa is a nonprofit educational organization that uses its organic farm, wilderness, and community to teach and provide opportunities to learn about the environment and social justice. Hidden Villa stretches over 1600 acres of open space in the foothills of the Santa Cruz Mountains, about 40 miles south of San Francisco.

Our mission is to foster educational experiences that build connections and inspire a deeper appreciation and respect for nature, food, and one another.

POSITION DESCRIPTION:

The **Community Programs Coordinator** is responsible for coordinating Hidden Villa's weekend farm tours and specialty programs. The Coordinator is responsible for supporting recruitment and retention of weekend volunteers for various Hidden Villa programs. Reporting to the Community Programs & Guest Services Manager, this position assists with picnic site and facility rentals, selected special events, and general guest services team support including communications and logistics. This 10 month position is scheduled for 40 hours/week, mid-August through mid-June.

SPECIFIC RESPONSIBILITIES:

Community Programs & Events

- Develop and present creative, engaging farm and nature-based programs to groups of children, families and adults for weekend experiences
- Coordinate booking, scheduling, and staffing of all Farm Tours and weekend programs: calendar public farm tours, private group and corporate farm tours, weekend programs
- Oversee the Community Programs email and provide timely communication to participants and the public
- Create registration systems and monitor customer facing platforms
- Deliver farm tours and other weekend programming including set-up and clean-up
- Develop new curriculum for programs
- Revise and update existing Farm Tour Manual
- Support the preparation, implementation and clean-up of special events including volunteer workdays

Volunteer Program

- Support recruitment, training, scheduling, and retention of all Community Program volunteers
- Collaborate with Volunteer Engagement Director in managing and recruiting volunteers
- Observe, evaluate and coach volunteers regularly to support organizational alignment and growth
- Provide ongoing support for volunteer instructors in group management and curriculum
- Provide tracking and annual reporting on volunteer hours
- Write and send regular emails to volunteers to support logistics and learning
- Organize volunteer gatherings and arrange enrichment opportunities

Rentals and Guest Services

- Support groups upon arrival and departure, providing welcome and orientation to space
- Provide support for rental & program space set-up
- Support hospitality efforts including cleaning and laundry
- Provide excellent customer service to all our guests

Administration

- Process cash, checks and credit card transactions
- Assist Accounting team with reconciliation of all Community Programs related transactions
- Support marketing strategies and efforts
- Other duties as assigned

Preferred Skills:

- Ability to exercise judgment in a position of responsibility and to work, at times, without direct supervision
- Experience and comfort working with all ages of children and families, especially in outdoor education
- Experience working with scheduling, training and retention of volunteers
- Excellent attention to detail in written communication, calendaring and other logistical work
- Experience teaching and or presenting in front of groups
- Solid communication, customer service, and phone skills
- Experience with lesson planning and program delivery
- Proficient with Google suite (docs, sheets, slides)
- Valid California driver's license, free of any major infractions
- Experience with program evaluation is a plus

Physical Requirements

- Regular and consistent attendance and the ability to sit at a desk and/or work with hands and arms for at least eight (8) hours per day and five (5) days per week.
- Physical ability to stand, reach, bend, kneel, stoop, climb, walk, crawl, push, pull, and lift items weighing up to 50 pounds.
- Must be comfortable entering pens with farm animals.
- Ability to coach and provide clear, kind guidance to volunteers.

TERMS OF EMPLOYMENT:

This seasonal, non-exempt (hourly) position is scheduled for 40 hours/week, working 8:30am – 5:00pm, Wednesday through Sunday, mid August through mid-June. The pay rate for this position is \$28.50 per hour. Documentation establishing your right to work in the United States is required. This position is fully benefited, including paid time off, health insurance and retirement. Because Hidden Villa is a youth-serving organization, all applicants will be required to complete a background check and Live Scan fingerprinting before hire. Due to the nature of Hidden Villa's operations, work hours may vary.

TO APPLY:

Please send a cover letter, resume and three professional references to jobs@hiddenvilla.org.