



Green Heart Project
Farm-to-school program
759 King Street, Suite A
Charleston, SC 29403
www.greenheartsc.org

About the Green Heart Project:

Founded in 2009, the Green Heart Project is a 501©3 non-profit organization that builds experiential learning projects and school garden programs in the Charleston area. With a high value placed on health, education and community, the Green Heart Project pairs local volunteers with students to maintain school gardens while teaching academic standards, food & nutrition and interpersonal skills. The Green Heart Project currently reaches over 1,200 students across six school sites. For more information on how to get involved, please visit our website at www.greenheartsc.org. Follow us on Instagram (@greenheartchs) and Facebook (“The Green Heart Project”)!

Position Description: STEM Educator (20 hours/week)

PRIMARY RESPONSIBILITIES:

The STEM (Science-Technology-Engineering-Math) Educator is an invaluable member of the Green Heart Project team whose primary responsibility is to manage and implement the garden-based, standards-aligned STEM programming to take place during school hours at both Mitchell Elementary and Sullivan’s Island Elementary School (grades PreK-5). This position will be responsible for teaching 5-7 garden-focused lessons/week, coordinating with and managing program volunteers, organizing and transporting lesson materials, and collaborating with the Program Director, in an effort to support the organization’s mission of educating students & cultivating community in an outdoor setting.

This is a 20 hour/week temporary position with the Green Heart Project under the supervision of the Program Director. This position will run for 13 weeks in the Fall (September to December), and 13 weeks in the Spring (January to May); **the start date for this position is August 26th, 2019.*** This role is considered a 1099 independent contractor position, and will be compensated at a rate of \$15/hour (up to 20 hrs/week).

* CCSD school holidays will be observed and are unpaid (Thanksgiving, Winter Break, Spring Break).

The position’s responsibilities include but are not limited to:

- **Implement weekly in-school lessons (7-10 hours/week)**
 - Effectively implement 5-7 garden-focused lessons/week to groups of 15-25 students, supported by 3-5 Green Heart Buddy volunteers and a classroom teacher
 - Communicate with school site coordinators and classroom teachers to confirm scheduling
 - Send all lesson plans w/a summary of the session and outlined volunteer and teacher roles at least 2 weeks in advance
- **Prepare for weekly lessons (3-5 hours/week)**
 - Review weekly lessons independently and with Program Director
 - Plan for content delivery, pacing, volunteer roles, and group management during activities
- **Manage all program supplies (2 hours/week)**



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- Organize and transport all program-related supplies (including any food supplies) for weekly projects/lessons
- Purchase any additional supplies, when needed (all purchases will be fully reimbursed)
- Communicate with Garden Coordinator about garden-related items, as needed
- **Coordinate and Manage Schedules and Volunteers of STEM Programs (2-3 hours/week)**
 - Manage all in-school program calendars and schedules
 - Enter and manage all program times and details in Google Calendar
 - Send weekly preview messages to Green Heart Buddy volunteers
 - Coach and provide feedback to Green Heart Buddy volunteers to ensure a successful and meaningful experience
- **Assist in other miscellaneous programmatic operations (as needed/when time allows)**
 - Including but not limited to:
 - Events, marketing, volunteer coordination, materials coordination, evaluation, curriculum development, grant writing

DESIRED SKILLS & QUALIFICATIONS:

- Experience teaching in a classroom setting
- Highly skilled in lesson delivery and group management
- Experience teaching a hands-on curriculum in an outdoor setting
- Comfortable with “getting your hands dirty” and working in an outdoor environment
- Strong desire for learning to use the garden as an extension of the classroom
- Ability to help students make connections to the natural world
- Possess strong organizational and communication skills
- Familiarity navigating an elementary school environment
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds

In order to be considered for this position, please send a resume and cover letter to Amanda Howell Program Director at amanda@greenheartsc.org no later than Sunday, July 28th.

The Green Heart Project believes that diversity and inclusion among our teammates is critical to the success of our mission. We encourage applications from candidates of all races, religions, genders, ages, sexual orientations, and socioeconomic backgrounds.