



Bilingual Youth Programs Coordinator (Spanish/English) JOB DESCRIPTION

DUG SECTION

Denver Urban Gardens (DUG) is a 501(c)(3) organization dedicated to preserving and expanding urban green spaces while sharing knowledge and resources to grow food in community. We are seeking a **Bilingual Youth Programs Coordinator** who is passionate about gardening, education, community-building, sustainability, food justice and climate action.

The Bilingual Youth Programs Coordinator will play an active role in the delivery, development, and coordination of our garden-based programs for youth audiences across K-12 grades with a particular focus on DUG's *Growing Gardeners Initiative* related to early childhood programming and teen workforce development. We are looking for a flexible, self-starter individual who enjoys working in a dynamic team environment, is passionate about effective and equitable approaches to learning and teaching, and embraces the value of community and cultivating relationships with people from a variety of backgrounds and lived experiences.

ESSENTIAL JOB DUTIES

This position reports to the Director of K-12 Education

- **Program Delivery- 50%**
 - Delivery of programs for youth at schools, care centers, and community gardens (deliver in Spanish as requested)
 - Maintain and purchase materials as needed
 - Timely and responsive communication with program requests
 - Work closely with the Director of Education to support the goals and objectives of DUG's *Growing Gardeners Initiative* in terms of providing quality programming specifically aimed at early childhood audiences during the school year and our teen internship program in the summer.
 - Coordinate the summer teen internship program
- **Program Development - 15%**
 - Develop age-appropriate programming for early childhood, ages 3-5, with culturally responsive approaches that promote experiential learning and science inquiry
 - Translation of materials in Spanish
 - Support learning experiences for teens during their summer internship with trainings and field trips related to topics that include, but limited to food access, food justice, garden education, career development, regenerative garden practices

- **Supervise and train part-time staff - 15%**
 - Recruiting, hiring and training of additional part-time staff to deliver programs. This would be seasonal staff, 1-2 staff depending on needs determined by the Director of K-12 Education
- **Community Outreach - 10%**
 - Work with the Director of K-12 Education to build and cultivate community relationships, especially in the early childhood education field
 - Maintain and cultivate community relationships in support of the teen program that help to build learning experiences for teens
 - General outreach and programming for DUG when available
- **Administrative - 10%**
 - Attendance tracking and reporting
 - Budget tracking and reporting
 - Communications and emails

REQUIRED SKILLS, EXPERIENCES, & QUALIFICATIONS

- Bilingual (English/Spanish)
- Work mostly week days with occasional weekends and evenings
- Must pass criminal background check prior to start
- Access to transportation (mileage or transport reimbursement included)
- Strong elementary or ECE teaching experience
- Strong experience working with teens
- Experience in curriculum development
- Strong problem solving skills with a high degree of flexibility, organizational skills and adaptability as a self-starter
- Excellent interpersonal skills, ability to effectively and respectfully work with and interact with diverse professionals and community members
- Experience with Google Workspace and Excel
- Occasional lifting up to 35 lbs. with reasonable accommodations

PREFERRED SKILLS

- Salesforce experience
- Knowledge and/or experience with food systems and food access
- Garden or urban farming education and experience
- Knowledge of trauma-informed learning

COMPENSATION + BENEFITS

Salary range is \$40,000 - \$45,000, full-time exempt, fully-benefited position based on experience and skill set. Benefits include paid holidays, vacation, and other personal time off, as well as generous employer-sponsored health and dental insurance plans.

DUG offers professional learning opportunities in Horticulture, Urban Agriculture, Food Access. Health & Wellness, Climate Action, Community Garden Building & Education, Community

Garden Establishment and Support, School Gardens. There is potential for opportunities for advancement within Denver Urban Gardens as our programming expands.

HOW TO APPLY

Please send your resume to jobs@dug.org with BILINGUAL YOUTH PROGRAMS COORDINATOR in the subject line. In your cover letter, please be sure to include how both the position and DUG align with your values and goals, how your skills and experience as an educator make you a notable candidate, and your level of fluency in Spanish.

Application closing date: January 3rd, 2022.

EQUITY STATEMENT

DUG centers equity as one of its organizational values and we value diversity — in backgrounds and in experiences. We believe food is a universal right, and we need people from all backgrounds and swaths of life to help build the future of our food system.

We are an Equal Opportunity Employer and our staff are people with different strengths, experiences and backgrounds, who share a passion for improving people's lives. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. All of our employee's points of view are key to our success, and inclusion is everyone's responsibility.

Thank you for your interest in our organization and community.