



# Sienna Ranch

3232 Deer Hill Road  
Lafayette, CA 94549  
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**Date: Aug 5th, 2020**

## **Job Posting: Education Manager/Nature Instructor**

### **ORGANIZATION**

[Sienna Ranch](http://www.siennaranch.net) provides immersive nature programming, farm education and compelling outdoor experiences for youth Pre-K to teen. Our program offerings include woodshop, natural building, archery, horseback riding, gardening, science, pottery, survival skills, homesteading skills, naturalist skills and much more. Sienna Ranch is situated on a 21-acre family-owned ranch in Lafayette, CA.

### **POSITION SUMMARY**

This position is a split role of 50% Management and 50% Instruction. These percentages may be subject to change throughout the year. In the first session (Session 1) of the 2020/2021 School Year, the role will be primarily instruction with a phasing into more administrative tasks starting Session 2.

The Education Manager is responsible for managing the Education Curriculum for Sienna Ranch's Nature Program inclusive of planning, curriculum development, and budget. They will also assist the Ranch Director team with scheduling input and recommendations for future program growth. In addition to developing engaging curriculum for ages PreK-9th grade, this individual will serve as one of the front facing Sienna Ranch representatives when dealing with behavioral issues and ongoing parent communications. This individual will work in close collaboration with the Ranch Director Team to manage all aspects of the student/participant experience and provide support to the nature instructor/coordinator staff.

As a Nature Program Instructor, this position will teach a range of programs, including school year, summer and holiday camps. This position is responsible for creatively adapting and delivering dynamic nature-based curriculum to small groups of youth age pre-K to teen. Participants return weekly throughout the course of the year and rapport-building between students and instructors is a key aspect of this position. Instructors will cultivate a sense of curiosity and discovery of the natural world through inquiry-based teaching, hands-on lessons, animal interactions, and nature exploration. Activities will include gardening, cooking, animal care, wilderness skills, ecology, and observation of nature. Instructors will model enthusiasm for all aspects of nature and weather conditions and consistently incorporate themes of stewardship, gratitude, and wonder. Nature instructors work as part of a dynamic and collaborative team as well as teach classes independently.

This position reports to the Operations Director. This position will eventually report directly to the Education Director (anticipated hire date September 2021).

### **SCHEDULE SUMMARY**

Non-exempt. Hourly. Permanent. Full-time. Year-round.

**Summer Schedule:** Monday-Friday, 35-40 hours per week, June-August

**School Year Schedule:** Monday-Friday, 30-40 hours per week, September-May

### **ESSENTIAL JOB FUNCTIONS**

#### **Management (Approximately 50%)**

#### **Nature Program Curriculum/Staff Training**

- Manage and develop curriculum for Nature Programs for school year and summer programs (including JR Ranchers, Explorers, Nature Sages, as well as other programs to be determined)

- Assist with staff training including leading nature training presentations. Co-facilitating additional training as needed in collaboration with the Director, Instructor/Coordinators, and other individuals as applicable.
- Update staff training calendar (with support from Ranch Director team). Note the schedule for 2020/2021 has already been set and the Education Manager will be responsible for overseeing the training plan is implemented. The overall planning of training schedules will be led by the future Education Director.

### **Budgets and Program Support**

- Manage the Nature Program Budget including ordering supplies for programs, upkeep of ranch inventory, and care and maintenance of instruction tools and equipment
- Maintain first aid supplies and budget
- Manage and implement Nature Sage Apprentice Program and future instructor-in-training students, with oversight from the Education Director. (This responsibility will stay with the current coordinator for the 2020/2021 school year session. It will not transition to the Education Manager position until the Education Director is hired).
- Support the Ranch Director team in ensuring Sienna Ranch is a welcoming and safe place for all participants, especially families of color and from other backgrounds traditionally underrepresented in nature education.

### **Behavioral Support / Emergency Response**

- Serve as the first line of support for instructors with student behavioral issues including one on one consultations with students, staff, and parents. This role will be responsible for managing day-to-day behavioral issues and will be responsible for reporting or elevating serious or reoccurring issues directly to the Ranch Director team.
- Manage Parent/Guardian reports: read and forward parent guardian reports and follow up with staff, students, and parents where needed. Elevating major concerns or reports to Ranch Directors when required.
- Handle parent feedback: field and address concerns from parents concerning program content, class dynamics, staff concerns, etc. Elevating major concerns to Ranch Directors when required.
- Manage late pick ups including calling parents and enforcing late pick up policies
- Assist with first aid
- Serve as an oncall first responder (in coordination with Ranch Director Team, Animal Care Manager, Facilities Director, and on-site staff residents)
- Emergency response staff and students (in coordination with Ranch Director Team)
- Facilitate and participate in parent-staff communication: communicate concerns between staff and parents through email and one-on-one meetings.(For the 2020/2021 School Year the Business Director will provide oversight for parent-staff communication. The Education Manager will provide support. This duty will transition to the Education Manager once the Education Director is hired).

### **Instruction (Approximately 50%)**

- Teach nature classes according to the key program values and curriculum overview
- Teach during the holiday camps and a minimum of 5 summer camp weeks
- Maintain prompt and professional email communication with Ranch administration, proactively communicating any issues which may arise
- Lead or assist nature program and summer camp activities
- Take responsibility for the safety, education and happiness of all participants in your classes and camps
- Encourage respect between participants, as well as respect for the Ranch animals, equipment and facilities
- Ensure appropriate and safe behavior for all participants, utilizing the Sienna Ranch Parent/Guardian Report system when necessary
- Demonstrate impeccable time management and reliably arrive to classes on time as well prep before classes, clean up afterwards, and care for equipment, supplies and facilities.
- Confidently hike on uneven or undeveloped terrain with groups of children, finding and following nature mysteries, and facilitating unstructured nature exploration

### **REQUIREMENTS**

- BA/BS in Education, Child Development, Environmental Studies, or related field
- A minimum of 4 years experience in outdoor education or related field
- Knowledge of youth outdoor development/education industry pedagogy, trends, and best practices
- A sincere passion for connecting children to nature, mentoring young people, and working with youth outside in all weather
- Experience with front-facing customer service
- Experience managing a budget and forecasting expenses
- Strong communication and conflict resolution skills
- Farm and garden experience including working knowledge/familiarity with animal husbandry/care

- Ability to improvise, be creative, proactive and flexible, with a strong back pocket of nature games and activities
- Thrive in professional environment with minimal supervision
- Ability to lead curriculum, activities, games and projects as assigned, and to follow a strict daily timetable
- Ability to facilitate spontaneous inquiry-based learning, and unstructured nature exploration
- Ability to patiently and positively mentor youth from a wide variety of cultural backgrounds, ages and experiences
- Ability to patiently and positively communicate with parents
- Committed to being a solution-oriented, self-motivated staff member in a cooperative, team-oriented atmosphere
- Be a model of kindness, flexibility and professionalism
- Able to check and respond to email communications within 24 business hours
- Current First Aid and CPR for Adult and Child certifications, and clear TB test results (or ability to acquire before first day or work)
- Able to hold boundaries with students and comfortable upholding consequences when necessary with priority for positive-discipline based approaches.
- Awareness of community issues and climate of social justice work .
- Ability to contribute to Sienna Ranch's goal of being a diverse, equitable and inclusive workplace.

## **COMPENSATION**

Manager Rate: base starting rate \$20-24/hr

Kaiser HMO Medical and United HealthCare Dental HMO Coverage after 3 months of employment

Employer-Matching 401(k) available after one year of employment

## **APPLICATION**

Email cover letter, resume, contacts for THREE professional references, and answers to the application questions below to Bridgett McGrath at [ops@siennaranch.net](mailto:ops@siennaranch.net). Please make sure to include your name, phone number and email address. Applications will be considered as they are received in order to fill this position as quickly as possible.

### **Application Questions**

Please reflect on and respond to the following questions:

1. How did you hear about this position?
2. What motivates you most to work as the Education Manager at Sienna Ranch?
3. SCENARIO: You are out hiking with a group and you notice a red tail hawk soaring above. No one in your group has noticed it because they are distracted by a conversation about video games. How would you use this opportunity to best facilitate nature connection?
4. Please list at least one question you have for us about Sienna Ranch, or the Nature Instructor position.

*Sienna Ranch is dedicated to building a culturally diverse and pluralistic team committed to teaching and working in a multicultural environment. We strongly encourage applications from people of color and other groups traditionally underrepresented in outdoor education.*

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, age, or any other characteristic protected by law.*