

Sanctuary One Program Coordinator Position

SUMMARY: This position will be responsible for oversight of several of Sanctuary One's core programs (*Internships, Volunteers, Educational Tours, and Service-Learning Field Trips*) in accordance with our Strategic Mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain and enhance existing Educational and Service-Learning (SL) partnerships; work to cultivate additional partnerships
- Plan and implement activities for SL groups and interns; emphasis in these activities will be in our prime mission areas of care for people, animals, and the earth
- Develop standard curriculum/lesson plans for use with educational groups
- Oversee Internship program, including advertising, interviewing, scheduling, training, and supervising interns with assistance from other staff as needed
- Recruit, train, and supervise an Americorps intern, who assists in all educational and SL capacities
- Orient and train new volunteers
- Supervise volunteer activities on the farm, perform check-ins to monitor engagement, and plan appreciation events and gestures
- Organize and promote educational opportunities for interns, volunteers, and public
- Maintain intern and SL written materials including forms, applications, policies and procedures on an ongoing basis
- Manage front garden, vegetable garden, orchard area and composting area
- Maintain system for growing, harvesting, and donating of farm good to ACCESS or other local food banks
- Maintain records of program activities including number of participants served, and produce monthly report
- Schedule public and educational tours and SL opportunities using existing staff, volunteers, and interns
- Lead public, educational, and SL tours
- Coordinate interns/volunteers for outreach tabling at events such as PetSmart, Pear Blossom, and other community events
- Provide support in other areas of farm operation as needed, including general office help (answering phones, emails, and walk-in inquiries) and animal-care activities
- Monitor spending and income in pertinent budget areas; work with Executive Director to provide budget recommendations to Board of Directors each year
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's Degree in related field, or at least one year of experience in a similar position
- Prior farm experience preferred, with basic knowledge of care and feeding of domesticated animals
- Demonstrated ability to prioritize, plan, implement, evaluate and delegate details associated with program coordination
- Demonstrated ability to work as a team member with colleagues at all levels
- Display excellent interpersonal and customer-service skills with diverse audiences, including staff, interns, volunteers, clients, donors, vendors and others

- General knowledge and skills in word processing, data management, communications, and social media (including, but not limited to, Word, Excel and PowerPoint)
- Ability to write legibly, follow verbal and written instructions, and perform basic math
- Demonstrated ability to work independently with minimal supervision and show evidence of good judgment
- Must be able to perform physical labor in all kinds of weather conditions and must be able to lift up to 20 pounds and occasionally as much as 70 pounds
- A demonstrable commitment to maintaining confidentiality and security
- Must possess a current, valid driver's license and current Oregon auto insurance
- Must successfully complete a Criminal History Check