



Sanctuary One Position Description

Position Title: Program Coordinator

Reports To: Executive Director

FLSA Status: Non-exempt, Permanent, Full-time

Category: Non-resident Employee

SUMMARY: This position will be responsible for oversight of several of Sanctuary One's core programs (*Internships, Volunteers, Educational Tours, Public 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
- Maintain and enhance existing Field Trip contacts; work to increase field trip registration
- Oversee Internship program, including advertising, interviewing, scheduling, training, and supervising interns with assistance from other staff as needed
- 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
- Review 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 two years 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

SPECIAL CONSIDERATIONS

This position is primarily based at the Sanctuary One farm facility. However, it is recognized that certain job functions, especially those requiring access to the Internet, may be more effectively performed from home. For this reason, it is understood that a portion of the hours may be performed off-site. Scheduling of home work-time shall be done in conjunction with the Executive Director.