

## **SHELBURNE FARMS JOB DESCRIPTION**

Position Title: **Farm to School and EFS Professional Learning Educator**

Date: June 28, 2018

Title of Supervisor: Director of Professional Development,

### **Objective of the Position / Key Job Responsibilities:**

This position is responsible for supporting K-12 educators in Shelburne Farms' EFS, Farm to School, and place-based professional learning programs. This position is responsible for working collaboratively with the Director of Professional Learning to create high quality professional learning experiences for educators to transform their practice and connect them to a growing community of practice and network of educators. This position is also core staff for Vermont FEED, a farm to school project of SF and the Northeast Organic Farming Association of VT.

This position facilitates, communicates and collaborates with various program partners to offer professional learning activities statewide, nationally, and internationally.

This position will work to:

- Develop programming that meets a diverse audience of educators
- Communicate about SF programming and its impact on educators, students, and communities
- Reflect on, evaluate, and adjust programming based on research-based practices and SF logic models and theory of change
- Actively engage with all of SF education programs to align promising practices across a wide variety of programs (children's farmyard, early childhood programs, school programs, adult programs, professional learning, and community programs)
- Actively engage in learning and practice to advance the field of EFS, farm to school, and place based learning
- Actively engage in statewide networks to collaborate on strategic projects that strengthen and expand farm to school and EFS

This position reports to Director of Professional Learning and works collaboratively with the Director of Vermont FEED. This position also works closely with other education team members and other departments on the Farm.

### **Professional Development and Program Management**

- Plan, implement and evaluate programs for educators focusing on EFS, place-based learning, and food-systems/Farm to School in coordination with the Director of Professional Development, Vermont FEED staff and partners
- Provide support to the education team for professional learning and education related projects
- Provide support for PD program budgeting, grant reporting and contract management
- Serve as a liaison with the schools including supporting professional learning and modeling promising practices for K-12th grades
- Provide support to SF Education programs including school programs, family programs, special events and summer camp
- Organize and facilitate communities of practice

### **Evaluation**

- Implement and facilitate program evaluation with support from Program Director and Director of Professional Learning
- Monitor program evaluations and address as necessary in relation to program quality
- Develop, evaluate, and communicate promising practices and frameworks for professional learning

**Collaboration:**

*Internal*

- Works in collaboration with VT FEED staff and Director of Professional Learning to plan and implement professional learning programs including farm to school and Sustainable Schools Project
- Works together with other education staff to share promising practices and resources/materials
- Works in partnership with the grant management team in documentation, reporting and grant writing
- Supports the communication team with public relations requests, storytelling, social media and documentation
- Provides support for special events including Family and Community Programs (i.e. Harvest Festival, Cultivating Pathways to Sustainability, etc)
- Any other duties as assigned

*External*

- Works in collaboration with partners including local and national EFS and Farm to School providers and Networks, local and national schools, etc
- Participate in state, national, international meetings, networks, and collaborative or collective impact projects

**Position Qualifications and Requirements**

- Commitment to the mission of Shelburne Farms
- Strong leadership, communication, and project management skills
- Extensive experience teaching adults and children of varied ages.
- Strong pedagogical and content knowledge foundations in science education, food systems, place based education, and education for sustainability
- Experience developing professional learning experiences and curricula for adult learners
- Experience managing and developing programs
- Commitment to and experience in cultural competency and working with diverse populations
- Strategic thinker with ability to be detail-oriented, well-organized, and self-directed
- Current First Aid certification, minimum (or ability to obtain)
- Master’s degree

**Physical factors / working conditions:**

Shared work space - open office environment

Ability to work outside in all four seasons and navigate outdoor terrain

*Shelburne Farms is an Equal Opportunity Employer and committed to fostering a culturally aware learning community that is open to multiple perspectives.*

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee

