

## **JOB DESCRIPTION: PROGRAM DIRECTOR, ENVIRONMENTAL EDUCATION PROGRAMS**

**Introduction:** Friends of Peralta Hacienda Historical Park is looking for a full-time educator with an environmental vision and commitment to serving diverse youth in Oakland's Fruitvale, encouraging the next generation of environmental leaders. The program director organizes, supervises and teaches Peralta Hacienda Historical Park's year-round environmental programs, including recruiting interns and kids, reporting, evaluation, consulting on grants, and developing and adapting curriculum. In these activities, the director is supported by an assistant, facilities help, admin staff, and marketing director. In the summer, the director supervises 8 additional educators.

The director runs two programs—Camp ACE and Welcome to Wildlife—and oversees and supports educators in two additional programs—Water Keepers and Oakland Naturalists (the latter a partnership with East Bay Regional Parks).

We use a student-centered science pedagogy based on youth observing the natural world and developing their own concepts, hands-on and outdoors. The director plans and oversees regular field trips to other nature areas in the region, including overnights. We integrate the arts and history and connect youth with neighborhood elders, and guest educators on special topics like bee-keeping, reptiles, earthquakes and more. We collaborate frequently with Ohlone and other indigenous culture bearers. Youth planted and tend our monarch milkweed garden and California Native plant garden, plant riparian species in the park's creek area, and participate frequently in park stewardship. The story of the Peralta rancho, the Native Peoples of the East Bay and the transformation of the land frames all site programs.

### **GENERAL SCHEDULE OF PROGRAMS**

1. Camp ACE: June through August, M-F six weeks, including prep and intern training, and wrap-up.
2. Welcome to Wildlife: Feb through May, weekends and one day during the week for interns.
3. Water Keepers: Year-round in 4 sessions. WK is part of Camp ACE during the summer.
4. Oakland Naturalists: 1 weekend day twice per month year-round, with occasional overnights. (ON is a partnership with East Bay Regional Parks, which organizes the nature expeditions and adventures and our staff recruits and helps teach.)

### **Terms:**

Full-time: 40 hrs per week @ \$30-35 per hour. Optional healthcare plan stipend \$250 additional per month.

### **Position**

The Program Director must have a strong background in youth development and team-building for both high school age and younger children. They must have teaching

experience, management experience, excellent organizational and people skills, and background in environmental education, and, in addition, expertise some of the following areas: gardening, California history, storytelling, cooking/nutrition, Ethnic Studies, arts. They must have the initiative and creativity to weave together the threads of the program. Experience with youth of diverse backgrounds and cultures is essential. Spanish language proficiency preferred.

**Qualifications:**

- Teaching experience
- Environmental Education background
- Management experience
- Organizational skills
- Sensitivity with diverse populations
- Curriculum Development

**RESPONSIBILITIES OF THE ENVIRONMENTAL PROGRAMS DIRECTOR**

**CURRICULUM DEVELOPMENT AND INSTRUCTION:** The PD develops curriculum and teaches, and implements existing curriculum.

**SCHEDULING:** The PD develops schedules and uses existing schedules.

In addition, the PD has these administrative responsibilities:

- writing funder reports.
- documenting each program in a binder with lesson plans that describe every daily activity, supplies, including program materials used such as worksheets, attendance for each session, and reflections. These binders ensure that new staff can learn the program, and give the PD a resource for repeating and improving activities in repeats of the program.
- writing evaluation questionnaires using grant objectives in proposals that fund the program. The PD administers evaluations to program participants.
- providing information and consulting on grant narratives. This gives the PD an active role in developing programs.

**1. Camp A.C.E. (Arts Culture and Environment):** Summer activities for six weeks M-F for 140 children and 25 teen interns.

The program gets youth outdoors to appreciate and understand the natural world, learn how they can take responsibility for the environment and stewardship of public open spaces locally and regionally, including neighborhood and other parks and wildlife areas. Equally important is improving the health and well-being of the youth through fresh air and exercise. The program nurtures social-emotional growth in each camper, with staff debriefs daily. All Peralta Hacienda environmental programs develop awareness of ecology in participating youth, and scientific methods of observation and concept development. The program also intentionally forges links between youth of different cultures and with neighborhood elders, who participate each week. The program integrates arts activities such as dancing, music, drama and visual arts.

The program also takes the campers on frequent field trips to other nature areas, including East Bay Regional Parks, State Parks and National Parks, to broaden their understanding of ecology, geography and culture, and to have adventures and fun! Our program is equity driven and seeks to introduce diverse youth to these outdoor resources and encourage them to take advantage of them.

CAMP A.C.E. uses a cascading mentorship model: High school youth aged 16-21 develop leadership capacity, learning how to lead wildlife, history and ecology activities for younger children in the outdoor area at Peralta Hacienda Historical Park and in the surrounding neighborhood. They mentor children aged 5-15 in natural science, hands-on history and crafts, gardening, cooking, and storytelling while learning about the natural world of the East Bay and participating in park stewardship, including riparian studies, Ohlone lifeways, other ecological and cultural topics, and nature walks. Middle school youth are junior counselors, taking some responsibility and helping the interns.

Camp ACE Responsibilities include

1. Planning curriculum in collaboration with staff; adapting existing curriculum.
2. Ordering materials for the camp or ensuring that they are ordered.
3. Hiring summer staff.
4. Planning and implementing Covid-related procedures and getting Covid supplies.
5. Teaching staff training one week before camp starts
6. Teaching and supervising camp activities.
7. Supervising interns for ACE camp.
8. Make sure ACE is well-documented on video and with photos.
9. Writing evaluation questionnaires according to grant objectives
10. Gathering the evaluation questionnaires from campers and interns and testimonial letters from parents, interns, campers and staff.
11. Wrap-up.

**2. WATER KEEPERS TEEN INTERNSHIPS:** The Water Keepers internship program involves high-school youth in the preservation of our local Peralta Creek watershed and in

learning about water conservation globally in ten-week sessions. Last fall, interns found out that the world only has 19 years left of drinkable water. They learned that water scarcity will create food scarcity, increase diseases and create a massive exodus of Californians towards the east. The internship is weekly both online and outdoors, in person. Youth act as stewards of the creek in the park and plan actions that raise awareness of water issues in the community and beyond.

The Water Keepers program engages high-school age youth, predominantly from African-American, Latinx, Asian-American, and immigrant, in on-site and online work to:

- Understand the water crises facing California, the United States, and other countries, so that they can educate others and take action;
- Participate in the restoration of Peralta Creek, so as to beautify the area, improve community health, and make the Creek an educational tool;
- Use a citizen science approach to develop research skills, collecting data about Peralta Creek, the Park soil, and Park usage;
- Work with scientists to create posters that can be presented at research conferences and be included on the young people's resumes to further their academic and occupational goals;
- Use the data to create an action plan to restore Peralta Creek and improve Park usage;
- Involve young people in an examination of the Peralta Park site and Californian history from an environmental perspective to learn how the ranchos, mining, and industrial agriculture have terraformed California.

**3. WELCOME TO WILDLIFE:** This program happens from Feb through May, 17-18 weekends. Younger children 5-15 come one weekend day per week. Teen interns come one additional weekday for training on the weekend activities. Welcome to Wildlife serves 30-40 children per weekend on a drop-in basis, with 4-6 interns. The program has a field trip once per month. The curriculum is similar to Camp ACE.

**4. OAKLAND NATURALISTS:** A partnership with East Bay Regional Parks, this program takes 15 middle school youth on adventures in the East Bay Parks twice monthly on weekends. Activities include hikes, boating trips, nature study and occasional overnights. Frequent parent get-togethers at Peralta Hacienda enable everyone to get to know each other's families and staff personally. At these occasions, kids share their experiences in the program and families eat together.

#### **Background Information: Peralta Hacienda Historic Park**

**PHHP** is a 6-acre historic site in the Fruitvale District of Oakland. The site includes the Peralta House Museum and Center for History and Community, the Adobe Area with adobe footprints from the Spanish and Mexican periods and outdoor walk-in exhibit

alcoves, Native Plant Garden, Peralta Creek Nature Area, heirloom fruit tree orchard and more. Its indoor and outdoor multi-sensory exhibits were developed under grants from the National Endowment for the Humanities and the Institute for Museum and Library Services, and are distinguished by changing community exhibits about cultures living here today, as well as permanent historical exhibits about the intertwining of the histories of the Native Americans and the Peraltas during the Spanish, Mexican and early American eras. The surrounding Fruitvale community epitomizes the New America in its dazzling diversity, with African American, Latinx and Asian/Pacific Islander populations constituting over 90% of the district's residents.

***Our Vision: Every Human Being Makes History***

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I would also be glad to answer any further questions you may have:  
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