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| Picture 4  **Peacehaven Community Farm** | **Lead Educator of Programs** |

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| **REPORT TO:** | **Director of Programs** |  | **STATUS:** | **Exempt, Full-Time** |
| **BENEFITS:** | **Health, Dental, Vision, and Life Insurance, Simple IRA w/matching contribution** | | **SALARY:** | **$36,000** |
| **SIGNATURE:** |  | | **DATE:** |  |

**CORE JOB RESPONSIBILITIES:**

The Lead Educator of Programs is responsible for developing coursework, educational material, and programming for Peacehaven Community Farm. The Lead Educator is also responsible for conducting, organizing and leading those educational programs while recording and meeting evaluation metrics. Such programs include Julian and Friends, a job preparedness program for people with intellectual and developmental disabilities (IDD), and Cone Corps, a program for the engagement and education of at-risk youth funded in partnership with Cone Health.

As Peacehaven prepares for the building of a community center and expansion of residences, it is important that we continue to test and improve our educational offerings for the Intellectual and Developmental Disability (IDD) community as well as the broader community. This role will be a vital piece of how we serve our community and fulfill our mission of acting as a catalyst for change.

**RESPONSIBILITIES AND DUTIES:**

**Developing “Julian and Friends”, “Cone Corps”, and Additional Educational Offerings**

Responsibilities vary based upon the program and course and will include the following.

* Collaborating with Peacehaven staff to develop programming
* Cooperating with volunteers and staff in the execution and adaptation of programming
* Creating new material and programs to serve Peacehaven’s Community

**Establishing and Meeting Program Goals and Learning Objectives**

* Ensuring relevant program material is fully covered
* Recording relevant records and evaluating program performance to improve and adapt material over time
* Partnering with staff and outside organizations to achieve participants' job placement goals
* Engaging a diverse array of learners of different backgrounds and experience.

**Creating Lesson Plans and Materials**

* Creating lesson plans and slideshows, worksheets, etc. to facilitate learning objectives
* Leading classes and programs
* Adapting coursework and classwork to suit a variety of different intellectual and physical abilities
* Using Peacehaven Community Farm as a hands-on classroom

**VALUES AND STANDARDS OF BEHAVIOR:**

1. Demonstrates behaviors that incorporate the Peacehaven Community Farm values:
2. Work practices exhibit ethics and integrity.

* Keeps promises and commitments and takes responsibility for the results of his/her decisions.
* Recognizes the contributions of others and give credit where credit is due.
* Always seeks to follow policies and procedures.

1. Provides outstanding care and services.

* Provides leadership to ensure the achievement of desired goals.
* Takes ownership of problems and asks for help when needed.
* Responds effectively to Core Members, visitors, and co-workers and assists them in a helpful, positive way.

1. Demonstrates individual initiative and creativity.

* Takes on assignments that provide an opportunity to learn.
* Encourages, develops and accepts new, innovative ways of doing things.

1. Shows respect and compassion for all individuals.

* Greets Core Members, visitors, volunteers, and other staff in a friendly manner.
* Demonstrates concern for the rights, privacy, and confidentiality of others.

1. Chooses to demonstrate a positive attitude.

* Has fun with co-workers, Core Members, families and Peacehaven friends

1. Manages resources efficiently and works with team members to reduce costs and improve quality.
2. Demonstrates personal accountability.

* Completes assigned tasks in a timely manner and keeps appropriate persons informed of problems.
* Demonstrates appropriate use of universal precautions and personal protective equipment.

1. Performs other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Knowledge and skilled in education and course development.
* Knowledge of, or interest in learning, gardening skills and environmental stewardship.
* Ability to work well with others (co-workers, volunteers)
* Ability to work with individuals with IDD
* Ability to coordinate and supervise interns/volunteers
* Ability to bend and/or stoop frequently
* Ability to lift thirty pounds as needed
* Adequate mobility to push carts, and equipment
* Knowledge of basic math
* Communicate via telephone and other automated systems
* Able to prioritize work
* Able to work with multiple interruptions
* Willingness and ability to learn new skills and technology
* Flexibility to adapt to modification of physical and mental job demands to reasonably accommodate individuals with disabilities.
* Positive attitude and “tons” of enthusiasm

**MINIMUM QUALIFICATIONS:**

* Minimum of two years’ experience in education.
* A bachelor's degree in education or a related field.
* Good written, oral, and interpersonal communication skills with the ability to articulate the PCF mission and programs to a diverse group of constituents.
* Must be creative, innovative individual with a strong work ethic.
* Energetic self-starter with strong organizational skills; the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously, with attention to detail and quality.
* Team-player who works with minimal supervision and exercises sound independent judgment.
* Ability to work with multiple interruptions.
* Valid NC driver’s license and willingness to transport Core Members in agency vehicles.