



Fleet Education Manager Position Description

EMPLOYMENT STATUS: Exempt salaried part-time employment or full-time employment available.

HOURS: 8- 40 hours a week requirement. Will be determined based on the date of hire.

REPORTS TO: Fleet Farming Program Director: Lee Perry: Lee.Perry@FleetFarming.Org

REQUIREMENTS:

- IDEAS For Us Employees must be strong communicators and decision-makers with the mission of the organization consistently in mind.
- IDEAS For Us Employees need substantial knowledge and interest in local/ international environmental challenges with a desire to learn more about sustainability in line with the United Nations Sustainable Development Goals.
- IDEAS For Us Employees must work towards the key goals and objectives that best suit the overall needs of the organization which align with its core values towards developing a healthier, more sustainable future for the planet.
- IDEAS For Us Employees must give a full one month notice before resignation or going on lengthy vacation periods.
- IDEAS For Us Employees must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.

RESPONSIBILITIES:

- ✓ Manage the contracted employees, volunteers and interns needed during a Fleet Education class on site of a school/ institution.
- ✓ Period of employment: Fall 2020- Fall 2021
- ✓ Oversee the classes instructed by yourself and other contracted Fleet Education interns/ volunteers every week at the ACE school, Cycles and Sprouts, and Head Start Preschool, Jones High School, Evans High School, Quest Inc.
- ✓ Communicate any challenges to the Program Director immediately in case of emergency or complications with a student/ participant.
- ✓ Ensure maintenance of tools and equipment and educational materials utilized during class time.
- ✓ Communicate weekly with Program Director Lee.Perry@FleetFarming.org and Edible Landscapes Sales Coordinator Greg.Noonan@FleetFarming.org.
- ✓ Take pictures/ video while regularly updating social media through active posts weekly and send the content to the Communications Manager on a weekly basis. (Media@FleetFarming.org) (All photos taken during staff time are intellectual property of IDEAS For Us/ Fleet Farming).
- ✓ Track the metrics to show the impact needed to prove the department is effective (ex: number of students retained vocabulary words etc.).
- ✓ Internship management must be organized and clearly planned a semester in advance, ensuring the most effective way to teach/ train and implement lesson plans with interns learning throughout the semester.
- ✓ Additional tasks that may arise to carry out the success of the program.

SPECIFIC DUTIES:

1. Plan the curriculum and class schedule in advance of the semester in order to prepare for the optimal participation of students.
2. Crop planning for each school garden overseen by the Fleet Farming Program.
3. Communicate with all the teachers, administration and parents that are involved in the classes.
4. Plan lessons and fun/ entertaining activities for indoor and outdoor use in case of a storm. All lesson plans must be organized and stored in the Google Drive.
5. Keep your hours within your schedule and utilize time efficiently.
6. Periodically taking pictures or video and sending them to Media@FleetFarming.org for social media (all content is property of Fleet

Farming and should not be used for outside platforms). Must organize all photos on a tracker for the records of Fleet Farming/ IDEAS For Us.

7. Report to the CAO once per week with updates on metrics as well as the needs of the program, keep records and track of all classes including photos.

8. Give 1 month notice before resignation or vacation periods.

9. Keep a log of materials used and what is needed for weekly lesson plans and keep a log of intern time while working with you during your hours. All receipts must be given to the CAO with proper requirements for proper bookkeeping.

10. Represent Fleet Farming in a professional way while dressing appropriately and being patient with the students/ education participants.

Health and Wellness Agreement:

IDEAS For Us is dedicated to protecting the health and well being of our staff. We do not permit any full time or part-time staff to come to work sick or attend any IDEAS community events if they are ill. We may ask staff to submit to a temperature check at our will and reserve the right to send any staff home w/o pay (if their sick days have been used up) and they are deemed a threat to infecting healthy staff. All staff must sign the Employee Health and Wellness Agreement within 3 business days of being hired as an employee of IDEAS For Us.

REMOTE WORKING PROTOCOL:

- Cameras on, mics off at all times (in the same virtual room)
- Checking in often to ensure tasks are completed in a timely manner
- Fulfilling weekly required timelines
- Answering phones, emails, texts and all other forms of communication in a timely manner.
- Tracking all hourly time in Airtable and communicating to the team right away when sick away on leave.

IN PERSON WORKING PROTOCOL:

- Masks must be worn at all times.
- Handwashing intermittently between tasks to ensure the utmost hygienic processes to prioritize the resistance of spreading COVID 19.
- Answering phones, emails, texts and all other forms of communication in a timely manner.
- Tracking all hourly time in Airtable and communicating to the team right away when sick away on leave.

Weekly meetings and follow-up of tasks are going to be more strict. Failure to complete weekly tasks will result in a write-up. A second write-up will result in termination of employment.

ACKNOWLEDGEMENT:

I have read and understood the position described above and can perform this duty.

Print Name

Signature

Date _____

Supervisor _____