TITLE: Outdoor Education & Grounds Coordinator

Job Summary: This position works primarily with the MMSK staff and the CMS administration to develop, organize, implement and evaluate the land-based program in accordance with the school’s stated goals and mission statement, Montessori philosophy, and the needs of the children, staff and parents. This position facilitates indoor and outdoor building maintenance, property upkeep, and gardening. This position serves as an expert resource for the classroom Guides as they use nature in their day-to-day lessons following AMI guidelines. This staff member is expected to always conduct her/himself in a professional manner with respect for all students, staff and parents.

Terms of Employment: The Outdoor Education & Grounds Coordinator is a full-time salaried position with year-round responsibilities (flexible summer hours).

Schedule: Full-time work week with some weekend hours; oversee parent volunteer and student workdays; summer schedule determined with Administration as needed to maintain property.

Duties and Responsibilities

Professional Responsibilities
- Reports to Head of School
- Works in conjunction with the MMSK and CMS guides
- Attends weekly staff meetings in conjunction with staff and administration
- Helps uphold professional standards consistent with CMS, Inc. statement and objectives
- Coordinate parent volunteers for land-based and building work
- Models “grace and courtesy” consistent with the Montessori teachings when working with students, staff, parents, Board and vendors
- May help with professional development for teachers
- Attends required school events

Educational Responsibilities
I. Land Component: Outdoor environment to complement Montessori Erdkinder at all classroom levels – working directly with the CMS and MMSK Guides to plan student land-based lesson and maintenance of all outdoor areas, including but not limited to: Bioswale, rain gardens, chickens, bee hives stream, garden areas (raised beds, asparagus, blackberries etc), compost, flower gardens, apple orchard, butterfly garden, riparian zone, and other areas as incorporated.
II. Barn: Duties include maintenance and security of barn including tools, mowing equipment, gardening materials, woodworking materials etc. Continued work on interior prepared environment of barn for student use and projects, and maintain inventory of barn.
III. Rainwater Tank: Supervision and use by students of rainwater system, and implementation of routine maintenance of water tank.
IV. Additional Responsibilities:
- Facilitate building, property, and landscaping maintenance
- Coordinate volunteers for various cleaning, maintenance, repair, ice and snow removal, renovation and building safety tasks
- Works with administration to plans, coordinates and conducts periodic inspections of all facilities required by local, state or federal law such as fire inspections, asbestos inspections, insurance safety inspections and annual visual inspections of all school facilities to ensure compliance with applicable codes and standards
- Works with administration to maintains records and prepares reports related to building operations and maintenance (i.e., changing of filters, new HVAC, roof replacements, etc.)
- Coordinate the mowing of property including paths across the stream for access to monarch garden and orchard – responsible for hiring and communicating with mowing contractors or volunteers, minimizing interference with student outdoor activities
- Works with staff and administration to develop, adapt, and maintain a long-term plan for effective property use, upkeep, and growth (i.e., addition of trees, natural play areas, parking spaces)

**Qualifications:** Minimum of a Bachelor’s Degree in Agricultural Sciences or a closely related field and 2 years of work experience.