ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

Position Title: Program Coordinator, Garden Education

Schedule: Full-time, non-exempt, on site. Requires some weekend work, typically a couple of Saturdays a month for volunteer workdays, class support, and special events.

Location: 1431 Waverley Street, Palo Alto, CA 94301

Compensation: $28 - $34/hour

Reports to: Garden Director

About Gamble Garden

Elizabeth F. Gamble Garden is a 501(c)(3) non-profit historic home and 2.5-acre public garden in Old Palo Alto. Our mission is to maintain and enhance the property as a community resource for horticultural education, inspiration, and enjoyment. Gamble Garden offers free access to its garden, a robust volunteer program and calendar of activities, and rental opportunities for the community. The organization is undertaking the Horticulture Hub Project, a capital project that will provide an updated greenhouse, nursery, and staff spaces, a new classroom for horticultural education, and ADA restrooms.

Position Summary

The Program Coordinator will help design and implement garden-based programs at Gamble Garden, including but not limited to school field trips, community events, horticultural classes, and passive educational activities. The role provides administrative and operational support for field trips, community events, horticultural classes, and other internal events as needed. The Program Coordinator works with the garden staff on garden products (e.g., herbs, flowers) to support various programs, and also assists with general garden maintenance and volunteer supervision. Ideal candidates have a background in education, horticulture, agriculture, botany, or a related field; attention to detail; strong interpersonal and communication skills; and a passion for educating and working with children, lifelong learners, and volunteers in the garden.

Key responsibilities

Program Support (~85%)

- Coordinate the Roots & Shoots field trip program, including communicating with schools, leading field trips, program outreach, administrative tasks, curriculum development, volunteer coordination, and recruiting and training volunteer guides.
- Support the Second Saturday community day program, including communications and administrative tasks, coordinating volunteers, engaging community partners, and overseeing the event.
- Provide administrative and operational support for horticultural education classes as assigned by the Garden Director.
- Support other community engagement programs that increase Gamble Garden's public visibility and educational value.

- Coordinate with the main office to ensure volunteer support for events hosted by garden staff.
- Develop and maintain relationships with volunteers, staff, and community partners.
- Maintain accurate program records, attendance data, and participant communications.
- Assist with grant writing, reporting, or data collection for programs as needed.
- Represent garden staff on committees or task forces as assigned by the Garden Director.
- Develop informational signage for use in the garden.
- Other tasks as assigned by the Garden Director.

Garden Support (~15%)

- Supervise and train interns and volunteers according to their skill level, maintaining a productive, satisfying work environment.
- Communicate with and support groups and individuals with disabilities to ensure access to the garden and to volunteer opportunities.
- Coordinate with the edible garden staff to ensure program needs are supported.
- Support garden staff with general garden maintenance such as pruning, deadheading, weeding, fertilizing, thinning, shaping, trimming, mowing, edging, pest control, watering, and maintaining the cleanliness of the garden.
- Other tasks as assigned by the Garden Director or Garden Manager, shifting based on program needs.

Qualifications and Skills

Required Knowledge and Experience

- At least 3 years of relevant experience, including at least 2 years in program development or coordination at a public garden, educational, or community-based organization.
- At least 1 year of experience supervising staff, interns, or volunteers.
- Experience working with multiple age groups, including children and youth.
- A passion for environmental and horticultural education.
- Strong organizational skills and the ability to manage multiple concurrent programs.
- Proficiency with Microsoft Word, Excel, and Google Workspace.
- A proactive, solutions-oriented approach to collaboration with others.

Preferred Knowledge and Experience

- Degree or certificate in horticulture, agriculture, botany, environmental science, education, or a related field.
- Experience maintaining a large garden space, either public or private.
- Experience with or strong interest in fine aesthetic gardening, edible gardens, and/or plant propagation.
- Previous experience with curriculum design for educational programs.
- Experience with grant writing or administration.
- Experience with CRM software.

Other Requirements

- First Aid, CPR, and AED certification (or willingness to obtain).

Physical Requirements:
Work is primarily outdoors in all weather conditions, with occasional exposure to chemicals, fumes, dust, water, and insects. Ability to lift or push up to 30 lbs. frequently and up to 50 lbs. occasionally. The position requires frequent walking, standing, kneeling, and grasping, and occasional squatting, bending, reaching, and repetitive hand and foot motion.

Compensation & Benefits : $28-$34 per hour

- Benefits: 11 paid holidays; up to 3 weeks of accrued PTO.
- Medical insurance: 99% of the employee premium for the basic plan is employer-paid.
- Dental and vision insurance.
- Option to participate in a 403(b) retirement plan.
- You'll work alongside a genuinely kind, collaborative staff in one of the most beautiful and serene garden settings in the Bay Area, an environment that supports focus, care, and doing thoughtful work well.

To Apply

Complete the online application. You will be asked to upload a resume and answer a few questions in place of a cover letter. We will review applications as they arrive, and the position is open until filled. If you need an accommodation at any point in this process, please contact the Main Office at (650) 329-1356 or admin@gamblegarden.org.

Elizabeth F. Gamble Garden is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable laws. *Reasonable accommodations will be made for qualified individuals with disabilities.*