City Garden Montessori School (City Garden) is the only Montessori charter school in Missouri, and we are one of the highest-performing charter schools in the state. Our team possesses passion and determination to implement the Montessori approach to educating children in a diverse, public school environment. City Garden is committed to being an anti-biased, anti-racist community and seeks others who are passionate about these values. We are committed to continuous learning and growth for adults in the community, to foster excellence for all City Garden children.

Located in St. Louis, City Garden just renewed its second 10 Year Charter with the state of Missouri. We began in 2008 with 53 students; now, we have 278 children in preschool through eighth grade. As we grow, we continue to seek individuals to join us who share our vision for academic excellence for all children and holistic Montessori education, rooted in equity and social justice.

City Garden has attracted support from the Opportunity Trust, and the Chan-Zuckerberg Initiative is writing a case study about City Garden’s innovative model.

**Volunteer and Community Outreach Coordinator**

As City Garden embarks on this ambitious growth plan, we’re seeking to hire a talented and detail-oriented individual who will lead City Garden’s volunteer program, student and family recruitment, and outreach efforts in the neighborhoods we serve and with other program partners.

The Volunteer and Community Outreach Coordinator (VCOC) will be responsible for achieving City Garden’s volunteer goals and student recruitment goals. They will have direct responsibility for recruiting, onboarding and managing volunteers, recruiting and reaching prospective families via outreach events, door-to-door canvassing, and targeted marketing, and building and maintaining relationships with organizations, leaders and residents in the neighborhoods we serve, as well as key
program partners that will benefit and uplift City Garden’s mission. In this role, they will report to the school principal and will work closely with the principal, the admissions coordinator/school secretary, the principal’s assistant, the chief academic officer, lead guides (teachers), the communications manager, and other school and network staff. They will also work with outside groups and committees, as needed.

The priorities for the VCOC over the next two years will be:

- Building upon City Garden’s current structures, systems and procedures, to ensure a healthy, robust, effective and efficient volunteer program that will be sustained over time.
- Increasing City Garden’s level of volunteerism by 15% or more within two years.
- Contributing to City Garden’s growth by building upon City Garden’s current recruitment strategies to ensure that we have triple the number of kindergarten applicants for Fall, 2020, and double the number of Primary (preschool) applicants for Fall, 2021.
- Building strong relationships with leaders, residents and organizations in the neighborhoods City Garden serves, connecting City Garden parents and staff to neighborhood activities, and connecting neighborhood residents and organizations to the work that City Garden does.
- Working in partnership with the principal, chief academic officer, admissions coordinator/school secretary, and other staff to contribute to the overall growth and development of City Garden Montessori School.

The ideal candidate will have a track record of success in volunteer coordination, having led a volunteer program for at least two years. They need to be strongly collaborative in order to work within City Garden’s culture of radical hospitality, and must be an excellent communicator (written and verbal), and highly organized and detail-oriented.

Reporting directly to City Garden’s Principal, the VCOC will serve on the school administrative team.

**What does success in this role look like?**

Success in the first five years for the VCOC will mean that City Garden will have increased volunteerism by at least 15%, and will have met its ambitious student admission goals to triple the number of kindergarten students and double the number of Primary (preschool) students at our flagship school.
Responsibilities

Volunteer Management
- Coordinating volunteer program/efforts at City Garden which includes: developing and updating a comprehensive volunteer scheduling, training, communication, and tracking system, updating the volunteer handbook, coordinating volunteer orientation, and ongoing training. This includes Room Parents and other Parent Action Committee (PAC) initiatives.
- Communicating with staff regarding their volunteer needs
- Recruiting volunteers to help with the daily functions of the school (lunch, safety patrol) and other special projects (event child care) as they arise
- Train staff on how to work with volunteers
- Coordinating volunteer appreciation efforts

Federal Work Study Students (Interns)
- Recruiting, hiring, training, scheduling, and supervising SLU federal work study students
- Posting FWS job listings as needed
- Tracking hours and sending time-sheets to SLU bi-weekly
- Attending FWS Job Fairs, and going to SLU campus to do additional recruitment as needed
- Communicating with the staff to determine school needs for FWS students
- Explore opportunities to enlist other local universities in work study/internships

Student Recruitment
- Responsible for reaching out potential families, “getting the word out,” and encouraging families to apply
- Attending fairs and community events to represent the school as a recruiter
- Coordinate our annual “Romp & Stomp” practice of door-to-door outreach
- Coordinate annual “Open House” events
- Connect with local Early Childhood centers to encourage rising K-2 students’ families to apply
- Co-manage Social Media platforms such as Facebook, Twitter, and Instagram to ensure that all information is current
Community Outreach
- Develop and maintain ongoing relationships with our community partners, acting as the point person for the organization with regards to inquiries regarding program partnerships
- Represent City Garden regionally at key events and gatherings, including regular neighborhood organization meetings, regional task force meetings and other events as they arise
- Prepare and deliver presentations about City Garden and its mission to various stakeholders
- Coordinate organization and execution of special events related to community engagement, equity and anti-bias/anti-racism programming (ColorBrave, etc.)
- Serve on external committees and/or coalitions on behalf of City Garden, as appropriate

Other Duties
- Other duties as requested by the school administration

Qualifications

Candidates must meet the following requirements:
- Bachelor’s degree
- At least 3-5 years of overall professional experience; ideally 3+ in volunteer management or coordination
- Experience scheduling, mentoring and supervising volunteers
- Exceptional written and verbal communication skills, including writing reports and presenting to audiences of various sizes
- Solid organizational skills
- Hands-on, leads by example
- Excellent group facilitation skills
- Experience working with diverse populations, with direct knowledge of and commitment to anti-bias and antiracism practices
- Exceptional interpersonal skills and ability to build rapport with individuals of all backgrounds
- Demonstrated resourcefulness and good judgment
- Ability to multi-task while maintaining vigilant attention to details
- Integrity/ethics beyond reproach
- Constantly looking to apply best practices
Qualifications – Preferred/Additional Skills

- Demonstrated experience in community engagement
- Demonstrated experience in project management
- Training in systemic racism, dismantling racism and addressing privilege (must have a firm grasp of anti-bias/anti-racism language and framework)
- Experience planning and coordinating events, large and small
- Proven effectiveness supervising others, empowering them to make decisions

Additional Information:
This position is full time, eligible for health, retirement and vacation benefits.

This position requires a vehicle and a valid driver’s license, some evening and weekend hours; applicants must have schedule flexibility.

Interested Applicants may apply to: jobs@citygardenschool.org

COMPENSATION AND BENEFITS
This position offers a salary range of $42,000 to $45,000 and robust benefits including medical, dental, retirement and generous personal time off. More details can be provided upon request.

What It’s Like to Work at City Garden

Our work is a calling. We are implementing a very unique, specialized approach to education. City Garden is also much more than a school—we have a deep commitment to doing “whatever it takes” for our children and families, and we educate our children in the context of an active, vibrant, diverse community. All of this requires a special kind of commitment. Staff must also have a high level of cultural competence, and be committed to constant growth in this area.

Our work requires being coachable, an ongoing desire to learn and a sense of egoless-ness. Our work is not easy. Our guides (teachers) individualize curriculum for every student, and have mixed age groupings. We are constantly aligning Montessori with the Missouri Learning Standards, and we strive to implement the Montessori approach with fidelity while meeting the requirements of teaching in a public school. Administrative and support staff must be able to think “outside the box” and have a relentless commitment to creating new ways of doing things, that lead to equity.
Our work requires flexibility, independence and initiative. We are a young organization; things change fast, and we are still developing programs, systems and structures. We are looking for people who are excited to create, innovate, and constantly learn new things!

Our work is profoundly rewarding!!! Our children love to come to school. They are joyful, funny and engaged, and they love all of the adults at City Garden. We have an incredible community of support beyond our walls, which includes parents, neighborhood residents, other organizations, businesses, foundations, corporations and lots of individuals who believe in us and our mission.

To Apply
Please apply by submitting your resume and detailed cover letter which highlights your interest in the position, relevant experience, and how you meet the qualifications and qualities sought for the position to jobs@citygardenschool.org.

City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.