



Job Title: Program Coordinator, Hutchinson Homestead & Learning Center
Employer: Guidestone
Job Status: Part-time Employee – (20 hours/ week)
Pay Rate: \$17/ hour
Start Date: May 17
Reports to: Executive Director

Guidestone is hiring! Do you enjoy working with youth in the outdoors and teaching people of all ages? Are you passionate about agriculture, homesteading, traditional arts and history? Then this opportunity is for you! Guidestone is seeking a Program Coordinator for the Hutchinson Homestead & Learning Center. Join Guidestone's dynamic team, implement beloved Farmhands summer youth camps, and help build the capacity of this unique 150-year old historic homestead.

About Guidestone:

Guidestone is a 501(c)3 non-profit organization growing a vibrant local food economy in Colorado through education, community building and partnerships. Guidestone serves farmers, educators, youth, and the community by providing farm and ranch based education programs and supporting and growing the capacity of agricultural resources to help ensure a secure agricultural future.

About the Hutchinson Homestead and Learning Center (HHLC):

Guidestone supports the Town of Poncha Springs, and the Hutchinson Family in creating a dynamic living, historical and cultural interpretation and agriculture education center that serves current and future generations and bridges the past to the future of agriculture in our community. HHLC provides the home for Guidestone's offices, is a primary teaching site for Farmhands Youth Education Programs and will continue to grow to support Farm to School, Colorado Land Link, community events and agritourism opportunities in the Upper Arkansas Region. The HHLC is the repository for the history of the Hutchinson family and local agriculture, and the main vehicle of expression for this history through exhibits, classes, and tours.

Education Themes at the HHLC include:

Hutchinson Family History
Chaffee County Agricultural & Pioneer History
Ranching Past & Present
Ute History
Traditional Arts & Homesteading Skills

Expectation for All Employees:

Support the Guidestone mission and exhibit a commitment to:

- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities.
- Embracing personal responsibility and accountability for your job.

Job Purpose:

The HHLC Program Coordinator is responsible for the site's program implementation, and assistance with new programming development, to ensure consistent achievement in support of Guidestone's mission and financial objectives as determined by the Board of Directors.

Principal Responsibilities:**Planning and Program Implementation**

- Provide lead instruction for all experiential summer youth camps, and other youth and adult programming through the year.
- Assist ED and HHLC Steering Committee in HHLC program and event planning.
- Support capacity building with the new HH Classroom and develop programming to expand offerings, encourage and ensure use of the new facility, and to assist in ensuring adequate funding for operations.
- Assist ED and HHLC Steering Committee in developing operational plans that achieve the goals set forth within the strategic plan and policies set forth by the ED/ Board of Directors.
- Maintain knowledge of best practices and trends in the fields of agriculture, environmental education, visitor relations, agritourism, historic preservation and fundraising.

Community Relations

- Establish sound working relationships and cooperative arrangements with community groups and like-minded organizations.
- Serve as one of the site's spokespeople and represent the programs and point of view of the organization to agencies, organizations, and the general public.

Human Resources

- Establish sound working relationships with Farmhands interns, guest instructors, Guidestone Staff and Americorps Members, HHLC Volunteers, parents, and community members.
- Support site-specific staff and volunteer development and education as needed.

Administration

- Ensure that the ED and Board are kept fully informed on the condition of the HHLC and all important factors influencing it.
- Work with the Staff, ED and Board in preparing an annual budget.

Facilities Preservation and Management

- Work with the ED to fulfill the requirements in the HHLC Maintenance Plan for the buildings, fences and grounds.

Desired Outcomes:

- HHLC consistently supports and enhances Guidestone's mission, goals and objectives as articulated in the current strategic plan.
- HHLC maintains positive working relationships with partnering agencies, like-minded organizations, and the general public.
- Guidestone/ HHLC and its programs are well known within Chaffee County and are expanding statewide.
- HHLC has an annual fundraising plan which is capable of raising the funds needed to 1) carry out its annual operations plan, 2) support Guidestone's fundraising plan and 3) achieve the goals called for within the fundraising plan in a timely and efficient manner.
- HHLC consistently provides high-quality education programs, tours and community events throughout the year in alignment with Guidestone's education goals and objectives and the HHLC education and interpretation themes.

- HHLC buildings and grounds are maintained in excellent shape and with historic integrity in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, as articulated in the documents accompanying the Preservation Easement given by the Town of Poncha Springs to the Colorado State Historical Fund.
- HHLC is committed to ongoing historical research to expand interpretive materials for future exhibits.

Job Interrelationships:

- Guidestone Executive Director and Staff
- Guidestone Board of Directors
- HHLC Steering Committee
- Hutchinson Family
- Town of Poncha Springs (property owner)
- Volunteers and Interns
- Guidestone Funders
- Community Partners
- General Public

Desired Skills and Abilities:

- Experience leading youth education programs.
- Ability to communicate effectively with multiple audiences ranging from Guidestone Staff and Board to funders, community partners, the public, volunteers and parents.
- Good organizational skills and ability to handle multiple tasks and roles, patiently and professionally.
- Excellent writing and computer skills.
- Experience in grant writing, event development, developing curricula and/or interpretive materials. (preferred)

Desired Behavioral Traits and Attitudes:

Leader, team player, fun, outgoing, passionate, organized, creative, resourceful, critical thinker, results-oriented, and self-motivated. Passionate about Guidestone's mission and the HHLC themes and objectives; environmentally concerned and aware.

Minimum Qualifications:

- Bachelor's degree – emphasis in agriculture, education, environmental sciences, nonprofit business management, or other related fields.
- Three years of experience working with youth, particularly in the fields of environmental, experiential, agricultural or other non-traditional settings.
- Three years of work experience in a nonprofit setting (preferred).

Special Requirements:

From June 1-August 6, hours will be variable from week to week, with longer hours required during camp weeks. Additional time may be required as necessary, including occasional weekend and evening work, long hours, or travel.

Position will remain open until filled. Please send cover letter and resume to Guidestone Executive Director, Andrea Coen: andrea@guidestonecolorado.org.

Please also direct any questions to andrea@guidestonecolorado.org.