



Job Description: Program Assistant 2026-27

About Living Classroom

Join an organization of passionate, self-starting educators and garden professionals that make learning come alive and inspire the next generation of environmental stewards. You will be helping to make an impact on student learning as Living Classroom expands and grows, continuing our mission of providing engaging, hands-on lessons that stimulate curiosity.

About this position:

The Program Assistant leads Living Classroom (LC) environmental literacy lessons to school-aged children at schools and other sites that have subscribed to the LC program. Living Classroom's mission is to inspire children to learn about and value the natural world through garden-based education. We engage the students' curiosity and sense of fun, while providing environmental education that meets California's [Common Core State Standards](#) and [Next Generation Science Standards](#). Additionally, the Program Assistant is primarily responsible for lesson kit materials procurement, lesson kit restocking and cleaning of lesson kits as needed in a timely fashion. The Program Assistant also assists the Program Manager when needed.

Job Description: Program Assistant Manager 2026-2027

Job Title	Program Assistant Manager
Reports to:	Program Director
Compensation:	Hourly; \$28/hr
Hours:	Part time; up to 25 hrs per week
Location:	Various, primarily Sunnyvale Elementary School District
Dates of Employment:	August, 2026 - June, 2027 (approximately 37 weeks, including school breaks). Possible year round work if summer school/summer programs are added by next summer.

Responsibilities:

Responsibilities and tasks may vary and change throughout the year; however, key work tasks will include, but not be limited to:

- Lead instruction of Living Classroom lessons.
- Collaborate in creating new lessons and supporting documents in collaboration with the Program Director, Executive Director and assigned staff.
- Deliver and pick up lesson materials to school sites.
- Procure, restock, and clean lesson kits.

Qualifications

- Previous experience working with and/or teaching classroom groups of elementary-aged children is highly desirable.
- A genuine enjoyment of working with children and helping them learn
- Experience with teaching academic subjects (Science, Math, Social Studies) outdoors is valuable, but not required.
- Attention to detail to ensure all lesson kits are fully stocked prior to lessons, including supplies for multiple lessons as needed
- Purchase lesson kit supplies; build new lesson kits as needed.
- Energy and enthusiasm—plus a keen sense of hands-on fun!
- Ability to “think on your feet,” as some lessons may take unexpected detours.
- Ability to get—and keep—young children on topic.
- Punctuality is a must; flexibility is a great asset.
- Valid CA Drivers license and a cell phone.

To Apply:

Send cover letter, resume and any questions to: Jobs@living-classroom.org

Position is open until filled, applications will be reviewed on a rolling basis. Deadline to apply is April 30th. Position will begin in August 2026.