



TITLE: GARDEN EDUCATOR + AMERICORPS PROGRAM MANAGER

CLASSIFICATION: FULL-TIME, EXEMPT

POSITION OVERVIEW & KEY ATTRIBUTES FOR SUCCESS

Gardeneers' Garden Educators are the primary point of contact for all of Gardeneers' +/- 23 garden and farm sites. They develop strong working relationships with school administration, teachers, and community members, successfully growing vegetables and turning their space into an outdoor classroom.

This person will also be responsible for co-managing a cohort of up to thirty Americorps Service Members and providing them with an enriching and educational experience to help them succeed with personal and professional goals.

This community-focused, educator leads with emotional flexibility and adaptability in the following key areas:

- Self-reflection, resilience, and fortitude when facing challenges and conflicts
- Ease in and comfort with:
 - Ambiguity and handling unexpected demands
 - Adapting or changing strategy
 - Asking for assistance and leaning into areas of growth
 - Leading large groups of people
- Personal and professional growth through constructive feedback
- Personal accountability
- Possesses a continuous improvement mindset

ESSENTIAL DUTIES

Garden Educator

- Prepare for and lead after-school and school-day garden programming with the assistance of Americorps Service members by creating lesson plans, ensuring all materials and supplies are prepared, and ensuring successful execution of lessons.
- Provide guidance and mentorship to 7-10 Americorps Service Members to ensure the success of school programs and garden spaces.
- Ensure beauty and productivity of school garden spaces; properly close gardens at the end of season.
- Maintain accurate records on each assigned school including, but not limited to: surveys, school and volunteer contact info, pictures of students and gardens, harvest, and program logs.
- Build relationships and maintain ongoing communication via email, phone, and in-person meetings with teachers, principals, administrators, other school staff, volunteers, community members, and parents.
- Administer Gardeneers' curriculum
- Work in partnership with the Director of Curriculum + Learning on all aspects of planning, executing, and post-harvest with a focus on minimizing food waste.
- Create and implement post-harvest handling practices.
- Oversee community farm stands at garden spaces.

NATASHEE SCOTT MAY TSUPROS JESS ZANDER ADAM ZMICK WAYNE WILLIAMS ANDREW CALCUTT
BABA ORRIN WILLIAMS PASTOR RESHORNA FITZPATRICK
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- Oversee Community Day tasks and be available for Community Day as needed; coordinate and lead Resource Fair Days.
- Contribute to writing, completion, and reporting of grants as needed.
- Represent Gardeneers through tabling, presentations, and facilitating activities at schools and community events

Americorp Program Manager

- Assist Director of Americorps Programs and Americorps Program Manager with administration of Americorps program including:
 - Recruiting Americorps Service Members
 - Onboarding and facilitating trainings for Americorps Service Members
 - Identifying and organizing professional development and staff culture opportunities for Service Members throughout the season
 - Facilitating monthly check-ins with Service Members to ensure members are on track with their professional development, hours, provide feedback, and build relationships with each individual
 - Seasonal observations and guidance for Members.
 - Record keeping and documentation as required by Americorps program
 - Responsible for overall quality of Americorps program

COMPENSATION

\$55,000 + \$400 towards benefits (health, vision, and dental), PTO, sick days

APPLY

To apply, please submit your resume, cover letter, and two professional references to leah@gardeneers.org

Gardeneers is committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship status, national origin, ancestry, sex, sexual orientation, gender identity and/or expression, age, creed, physical or mental disability, marital status or familial status, veteran status, military status, source of income, political affiliation, or any other factor protected by law.