



Community GroundWorks, a non-profit organization that connects people to urban farming, gardening, natural areas restoration and healthful food, has an opening for a part-time, seasonal **Kids' Garden Program Manager** to develop and manage a regional garden-based education program for a diverse population of children from area schools and community centers. Successful candidates will have experience in gardening and environmental education.

Schedule: This is an approximately 600-hour part-time, seasonal position with variable hours from March 1-October 31, 2012.

Compensation: \$14.00-15.00 per hour, depending on experience.

To apply please send a resume, cover letter, and three references to Nathan Larson at: [nathan@troygardens.org](mailto:nathan@troygardens.org). Applications are due by January 31.

Community GroundWorks is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.

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## **Job Description: Troy Kids' Garden Program Manager**

### **Reports to: Education Director**

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#### **Purpose:**

The Kids' Garden Program Manager is responsible for developing, managing, and evaluating a regional garden-based education program for a diverse population of children from area schools and community centers.

#### **Status:**

Non-Exempt, limited term position. 600-hour part-time, seasonal.

#### **Directs:**

- Kids' Garden Interns
- Kids' Garden Volunteers

#### **Essential Functions:**

- Manage day-to-day aspects of program and conduct general program oversight.
- Develop and facilitate experiential garden, nature, arts, and culinary arts activities and lessons with intern staff for youth participants.
- Facilitate program documentation and evaluation.
- Develop and manage a productive and aesthetically pleasing garden learning environment.
- Build relationships and coordinate with schools and community organizations to recruit youth program participants.

- Hire, train and supervise interns and volunteers.
- Collaborate with Goodman Youth Grow Local Farm Program Manager to share resources and curricula ideas.
- Assist with grant writing and grant reporting.
- Other duties as assigned.

**Qualifications:**

- Advanced gardening skills.
- Experience developing and facilitating garden, nature, and culinary arts education programs for youth.
- Experience managing interns and volunteers.
- Experience building relationships and working with other organizations effectively.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to see big picture while managing logistical details.
- Proficiency with Microsoft Office.
- Ability to prioritize in a dynamic work environment.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Strong written and oral communication skills.
- Minimum two years related experience; nonprofit experience a plus.
- Interest in and commitment to urban ecological agriculture.