



Position Title: Garden Resource Center Coordinator

Position Reports To: Director of Community Projects

Employment Status: Part time, average 18 hours a week

Start Date: March 1, 2017

FLSA Status: Nonexempt

About Grow Pittsburgh:

[Grow Pittsburgh](#) is an urban agriculture non-profit. Our mission is to teach people how to grow food and promote the benefits gardening brings to our neighborhoods.

We believe access to locally-grown, chemical-free fruits and vegetables is a right, not a privilege. We envision the day when everyone in our city and region grows and eats fresh, local and healthy food.

The [Garden Resource Center](#) was started in Fall 2014 to create a reliable way for gardeners in Allegheny County to access the tools, materials, and knowledge they need to grow productive gardens. The project has enabled Grow Pittsburgh to share our resources directly with the community, and for residents to meet each other and build a stronger movement of growers in the region.

Summary of Position:

The Garden Resource Center is located near our office in Larimer and is open to the public three days a week from mid-March to the beginning of November. For a small, sliding scale fee, individuals and groups can join the project and get access for one year. At the close of this season, the Garden Resource Center had more than 250 members.

In order to continue meeting the increasing demand for this Garden Resource Center as well as keep the project grounded in the direct needs of community, Grow Pittsburgh is hoping to increase the volunteer involvement at the project in 2017. With more

volunteer support, the Garden Resource Center can do more with its small budget and continue to engage and honor contributions of its users to the success of the project.

The Garden Resource Center Coordinator will be responsible for implementing a volunteer recruitment and management strategy that:

- is accessible to all volunteers, including those who may not have access to the internet
- can continue to be successful in years to come
- ensures a positive volunteer experience and volunteer retention
- contributes to the measured success of the Garden Resource Center

Position Responsibilities:

Programmatic

- Develop, implement, and refine a volunteer recruitment and management system that meets the above goals
- Facilitate the orientation and training of new volunteers
- Coordinate with Grow Pittsburgh Membership Coordinator to outreach to potential volunteers
- Staff any open shifts at the Garden Resource Center
- Proactively address any interpersonal challenges that may arise
- Work with the Community Projects team to ensure that the Garden Resource Center has the supplies it needs, and to address any problems that may arise

General

- Keep track of income and expenses, making sure we don't go over budget
- Weekly check in meetings with supervisor
- Track volunteer and other data to understand the impact of the Garden Resource Center

Qualifications & Skills:

Programmatic:

- Significant experience with managing volunteers, establishing volunteer management systems or similar
- Demonstrated ability to engage with individuals of many demographics and histories i.e. youth, elders, immigrants, people without technology access
- Excellent planning and organizational skills, including the ability to plan events and organize volunteers

- Experience in gardening, carpentry, tool repair and/or landscaping a plus but not required

General:

- Ability to manage several task lists at once and adapt to changing conditions (weather, volunteer cancellations)
- Ability to work outdoors in all weather (heat, humidity, rain and cold) and do manual labor
- Willingness to work independently and also cooperate as part of a team
- Detail-oriented and committed to thorough and transparent communication and documentation
- Excellent written and oral communication skills
- General willingness to learn new skills
- Positive attitude; engaging personality
- A commitment to food justice and Grow Pittsburgh's values
- Database experience or previous Salesforce exposure a plus

Benefits:

The hourly rate for this position is \$15 per hour. The position comes with: mileage reimbursement; professional development budget; and partial cell phone reimbursement.

Equal Opportunity Employer:

Grow Pittsburgh is an equal opportunity employer and does not discriminate based on race, color, religion, sex, gender identity/expression, sexual orientation, national origin, age, disability or belief. We encourage a diversity of candidates to apply for the position.

To Apply:

Qualified candidates should submit their resume and cover letter to Marisa Manheim at marisa@growpittsburgh.org no later than **9:00 am on Monday, January 16, 2017**. In your email subject line, please write "Garden Resource Center Coordinator."