Job Description

Position Title: Garden Educator

Position Reports to: Director of School Garden Programs

Summary of Position:

Grow Pittsburgh's School Garden Program provides garden-based programming to K-12 schools across the Pittsburgh region. We aim to teach students to grow, cook and eat fresh food while celebrating the cultures and experiences of our students and our city. In our Learning Garden program, schools receive direct support over two years with garden builds and supplies, teaching support, teacher training, and garden oversight. After two years, schools are able to take over leadership in running a sustainable, school-specific program with limited Grow Pittsburgh involvement.

Garden Educators are the guiding arm of programming and work directly with students, teachers, administrators, and parents, as well as families and neighbors, to build and support unique school garden programs. They plan for, schedule, teach, and document in-school lessons, teacher trainings, garden maintenance schedules, and occasional school-based events. The position requires strong interpersonal skills, as Garden Educators interact daily with teachers, parents, administrators, and the public.

Responsibilities:

Programmatic:
School-Based Responsibilities:
● Deliver and directly support garden programming at schools in the Pittsburgh region.
● Teach elementary, middle, and/or high school age students how to grow and prepare food, and better understand the natural world through direct teaching.
● Support teachers in maintaining the gardens and teaching lessons, and through regular garden team meetings throughout the year.
● Help organize and facilitate regional teacher trainings and networking events.
● Collaborate with teachers and parents to publicize and execute events such as school garden celebrations, garden workdays, and chef/farmer visits.
● Communicate regularly with teachers to ensure that lessons are meeting the needs of students and successfully connecting to classroom curriculum.
● Deliver supplies to schools for classroom and garden use.
● Coordinate the distribution of garden produce to classrooms and other outlets.
● Conduct regular evaluations and adapt programming according to findings.

- Attend grade level planning meetings, school functions, and relevant community events.
- Support summer programming.

<u>Office-Based Responsibilities:</u>
- Maintain communication with teachers, parents and school community through email, electronic newsletters, and social media.
- Use salesforce to document student, teacher, and community involvement.
- Create and refine garden-based lesson plans.
- Manage student data (waivers, surveys, etc) collection for internal evaluation and review.
- Attend staff meetings and education team meetings and contribute to a positive and collaborative work culture.

Job Announcement

Position Title: Garden Educator

Position Reports to: Director of School Garden Programs

Employment Status: Full-time

FLSA Status: Exempt

Start Date: Early February 2018

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.

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Qualifications & Skills:

- Experience working with students aged K-12 in classroom and/or experiential education setting. (Please feel free to let us know if you are more confident or experienced with a particular age range or setting.)
- Ability to demonstrate basic gardening and cooking tasks.
- Ability to establish rapport and develop strong relationships with a diverse group of people, including youth, teachers, school administrators, community leaders, and managers from nonprofit organizations and local institutions.
- Good collaboration and communication skills, including writing, facilitation, and public presentation skills, with both youth and adults.
- Excellent multitasking, planning, and organizational skills, including the ability to manage multiple schools and stakeholder needs and requests.

- Ability to transport materials throughout Pittsburgh (access to an automobile highly desirable, but not required).
- Passion for Grow Pittsburgh's [Mission, Vision and Values](#).
- Experience with social justice education topics preferred.
- Adaptable to changing conditions (e.g. weather, unruly students, cancellations).
- Ability to do physical work in all weather conditions for up to 4 hours.
- Ability to lift and carry 30 pounds.
- Valid driver's license and comfort driving the company vehicle strongly preferred.
- Must attain Pennsylvania child abuse clearances.
- Proficiency with social media, Powerpoint, Google Drive, Excel, Salesforce, and Wordpress a plus.

Benefits:
Competitive Salary. Great benefits package including health, vision, and dental coverage; mileage and partial cell phone bill reimbursement; parental leave policy; discretionary professional development budget; generous paid time off, including paid birthday, vacation days and personal days.

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 Jim Rowell, Director of School Garden Programs, at jobs@growpittsburgh.org no later than **November 13, 2017**. As Grow Pittsburgh is currently hiring for multiple positions, please include **Garden Educator** in your email's subject line. To see the other open positions, please visit http://www.growpittsburgh.org/jobs. The Garden Educator position will **start in early February 2018**.

Mission, Vision and Values

Grow Pittsburgh's Mission, Vision and Values are essential to our work and the lens through which we make all key decisions from program development and evaluation to human resources and hiring.

Mission

Our mission is to teach people how to grow food and promote the benefits gardens bring to our neighborhoods.

Vision

We envision the day when everyone in our city and region grows and eats fresh, local and healthy food.

Values

COMMUNITY PARTICIPATION
Prioritizing neighborhood voices to guide programs

FISCAL INTEGRITY
Making responsible and effective use of available resources

SOCIAL JUSTICE
Understanding systems of privilege, oppression, and racism, and using this knowledge to drive our work

ENVIRONMENTAL RESPONSIBILITY
Using, teaching and advocating for restorative practices

FOOD SOVEREIGNTY
Supporting everyone's right to access, produce and distribute healthy and culturally appropriate food

TRANSPARENCY
Being accountable by using clear, direct and inclusive communication

EQUITY
Working alongside communities to build access and power for all

RESOURCEFULNESS
Creating hands-on opportunities to build individual community self-sufficiency