



## **Job Description**

**Position Title:** School Garden Assistant

**Position Reports to:** Garden Educator

### **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.

As part of the Learning Garden program, Grow Pittsburgh builds new gardens for a handful of schools each spring and fall. Once the gardens have been installed, we host a Kick Off Day celebration with the school to start the growing season. As students arrive, we encourage schools to have a brief assembly or all school announcement to build excitement for the garden. Following the morning announcement, there will be opportunity for four classrooms to come out to the garden, each for a 40-minute block. At that time, each class will help move soil into the new garden beds, plant, and water.

It is the role of the School Garden Assistant to make sure these Kick Off Day celebrations are a success. The School Garden Assistant works closely with the School Garden Coordinator and Garden Educators to ensure that all supplies are prepared for the day. It is important that they attend each Kick Off Day, and are able to lead small groups of students in moving soil, planting, and watering. The School Garden Assistant will also work with Garden Educators to set-up the built-in irrigation system at each Learning Garden. The position requires strong interpersonal skills, as the School Garden Assistant interacts closely with teachers, students, and other Grow Pittsburgh staff.

### **Responsibilities:**

#### School-Based Responsibilities:

- Directly support garden educators in preparing for and providing Kick Off Day programming at schools in the Pittsburgh region.
- Lead small groups of elementary, middle, and/or high school age students in learning

how to grow and prepare food, and better understand the natural world through direct teaching.

- Gather and distribute toolbox supplies for the installation of new Learning Gardens, and day-of supplies for Kick Off Days.
- Assist in the installation of built-in irrigation at new Learning Gardens.
- Support overall programming and outreach of School Garden Programs, which could include tabling at local events, assisting with spring celebrations at flagship schools, assisting with childcare activities at teacher workshops, and providing general support to other team members where needed.
- Potential to support summer programming through Summer Dreamers (if position is extended to summer months).

Office-Based Responsibilities:

- Maintain communication with Grow Pittsburgh's School Garden Programs team through email, text, and in person communication.
- Keep detailed calendar and arrive early for all Kick Off Day celebrations.
- Help manage data collection to document student, teacher, and community involvement.
- Attend staff meetings and education team meetings and contribute to a positive and collaborative work culture.



## **Job Announcement**

**Position Title:** School Garden Assistant

**Position Reports to:** Garden Educator

**Employment Status:** Part-time

**FLSA Status:** Non-Exempt

**Timeline:** This is a two month position starting in early April and running through early June, with potential for continued work in School Garden Programs.

### **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.
- 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 with both youth and adults.
- Strong multitasking, planning, and organizational skills, including the ability to prepare for

multiple events at once.

- Ability to transport materials throughout Pittsburgh (access to an automobile and/or valid driver's license) 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.
- Must attain Pennsylvania child abuse clearances.

**Benefits:**

\$15/hr, 24 hrs/wk. Paid sick leave. Mileage and partial cell phone bill reimbursement. Membership to Garden Resource Center.

**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 Grow Pittsburgh's School Garden Programs, at [jobs@growpittsburgh.org](mailto:jobs@growpittsburgh.org) no later than **March 7, 2018**. As Grow Pittsburgh is currently hiring for multiple positions, please include **School Garden Assistant** 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 April 9, 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