



## **Job Announcement**

**Position Title:** School Garden Coordinator

**Position Reports to:** Director of Educational Programming

**Employment Status:** Full-time

**FLSA Status:** Exempt

### **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.

### **Summary of Position:**

During and beyond the school day, Grow Pittsburgh's school garden programs facilitate garden and cooking activities for students and their families. The School Garden Coordinator is responsible for supporting the 4 Garden Educators who carry out programming in schools by coordinating logistics, supply orders, planting schedules, regular team meetings and professional development. In addition, the coordinator maintains contact with community partners, leads workshops and tours with new school groups, acts as a second educator during events and specific lessons, and supports the development and growth of all school garden programming.

### **Responsibilities:**

#### **General:**

- Collaborate with current Garden Educators and the Director of Educational Programming to orient and train Garden Educators
- Prepare and help facilitate regular team meetings with Garden Educators
- Nurture collaborative ESY team culture
- Perform regular school site visits
- Participate in team evaluations
- Provide support to Garden Educators as they plan and execute school events and major garden projects
- Create and refine ESY lesson plans with input from Garden Educators
- Manage and gather resources for Garden Educators
- Create and manage teaching and gardening schedule for Garden Educators to follow

- Support Affiliate School program including teaching gardening lessons
- Contribute to Grow Pittsburgh events and initiatives to support our Mission, Vision and Values

**Programmatic:**

Program-Development:

- Meet regularly with Director of Educational Programming to collaborate on school garden focused projects
- Meet occasionally with teachers and the site-based Garden Educator to ensure that lessons are meeting the needs of students and successfully connecting to classroom curriculum
- Recruit and orient community volunteers to support the program
- Monitor the collection of evaluation data and manage all site-based records
- Assist Director of Educational Programming with planning and execution of workshops for youth-focused partner organizations
- Coordinate summer garden classes at school garden sites and support Garden Educators with summer classes as needed

Garden Oversight

- Coordinate the logistics of harvest, preparation, and distribution of produce at the schools
- Support Garden Educators in summer garden care volunteer training/coordination and garden tasks
- Coordinate seed and seedling orders and distribution throughout the growing season for Affiliate and Flagship schools
- Procure Garden Educator supplies and monitor their organization
- Deliver supplies to schools as necessary

Publicity and Partnerships

- Maintain contact and coordinate with partnering chefs and community groups
- Attend staff meetings, school functions, and relevant community events
- Update Edible Schoolyard Pittsburgh website as needed to support school garden network
- Contribute school garden information for Grow Pittsburgh newsletters, annual report, grants (as requested by Director of Educational Programming) and social media

**Qualifications & Skills:**

- Experience working with students aged K-8 in classroom and/or experiential education setting
- At least one year of gardening and/or farming experience – formal or informal
- Experience as a program coordinator preferred
- Dynamic leadership experience
- Detail oriented
- Excellent planning and organizational skills, including the ability to plan and host events
- Good communication skills, including writing and public presentation skills
- Strong interpersonal skills
- Ability to demonstrate basic gardening/cooking tasks and science concepts to a class of elementary or middle school students

- Passion for Grow Pittsburgh's Mission, Vision and Values
- Experience with social justice education topics preferred
- Ability to do physical and labor-intensive work in all weather conditions for up to 4 hours
- Ability to lift and carry 30 pounds
- Must be comfortable driving company vehicles for large purchases and deliveries
- Proficiency with social media, Powerpoint, Google Drive, Excel, Salesforce, and Wordpress a plus
- Access to a reliable vehicle preferred

**Benefits:**

Competitive Salary. Great benefits package, including health, vision and dental coverage.

**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 Maria Bowman, Edible Schoolyard Program Manager, at [maria@growpittsburgh.org](mailto:maria@growpittsburgh.org) no later than **November 22<sup>nd</sup>, 2015**. Please title the email **School Garden Coordinator Application**.