



Job Announcement

Nutrition Education and Summer Camp Coordinator

Growing Gardens is a Boulder based non-profit organization established in 1998 with the mission to enrich the lives of the community through sustainable urban agriculture. Growing Gardens helps people experience a direct, deep connection with food, the land and each other through our programs for diverse populations: the Children's Peace Garden (Ages 3-11), Community Classes, Community Gardens, Growing Gardens Food Project, and Cultiva Youth Project (Ages 12-18). Our activities are centered in the heart of Boulder on 11 acres of land that has been in agricultural use for the past 100 years. We expanded our programming in 2016 to include a 1 acre farm in neighboring Longmont, Colorado, which provides fresh produce and agriculture-based education to the Longmont community. To learn more about Growing Gardens, visit www.growinggardens.org.

Job Title: Nutrition Education and Summer Camp Coordinator

Job Status: Part Time, Year Round Employee; 32 hours per week .8FTE

Potential to go up to 40 hours per week June-July if employee is interested

Reports To: Program Director

Salary: Starting Salary: \$25,000- \$30,500 (at .8FTE) (depending on experience and qualifications)

Benefits: Health, Dental, IRA match available after one year of employment

Generous Paid Time Off Policy (Vacation, Sick Leave and Holidays)

Application Deadline: Wednesday, Sept 5, 2018. **Applications will be reviewed immediately until the position is filled. We prefer to fill the position before Sept 1.**

Preferred Start Date: September 10, 2018

TO APPLY:

No phone calls please. Email your resume, cover letter, and two letters of recommendation with "Coordinator Application" in the email subject line to: info@growinggardens.org

Job Purpose:

Growing Gardens' Nutrition Education and Summer Camp Coordinator works to ensure high quality education programs are delivered through two of our programs: Growing Gardens Food Project and the Children's Peace Garden. The Nutrition Education and Summer Camp Coordinator is the lead educator in these programs and is responsible for training a diverse group of teens, interns and volunteers to assist in managing programs. Working with the Program Director, this position is essential in setting and attaining programming goals and objectives and developing new curriculum.

Required Qualifications

- For position the candidate must have one of the following
 - 4 year degree in recreation, education or human services OR
 - 2 years of college coursework (in any discipline) in addition to 910 hours of verifiable kid time OR
 - 5,460 hours of verifiable kid time + additional training through the state**Please note: In your cover letter- please indicate which of these qualifications you meet in BOLD text directly under your signature line**
- Minimum two years teaching experience in an Environmental Education setting
- Minimum three years of experience working with children
- Minimum two years of experience managing interns or other teams
- Experience managing moving schedules to execute program goals
- Experience in project management
- Strong conflict resolution skills
- Exceptional relationship building skills
- Willingness to joyfully work outside in all weather conditions
- Ability to work long hours teaching, mentoring and engaged with program participants
- Ability to work independently as well as collaboratively with a small staff
- Adaptability to changing situations, needs of program participants and changing weather conditions
- Ability to multi-task and delegate
- Current certification in Medication Administration, First Aid and CPR

Desired Qualifications

- Experience with organic gardening/farming highly desired
- Experience with Nutrition, Dietician, etc highly desired
- Bilingual Spanish/English is highly desired

Major Functions and Accountabilities

- The Nutrition Education and Summer Camp Coordinator reports to Program Director
- Assists the Program Director in setting organizational and program goals
- Oversees and trains Program Participants and Interns in daily operation of programs

- Develops and reviews curriculum for programs with Program Director and Interns
- Manages program schedule for self and interns
- Teaches curriculum in two of Growing Gardens programs: Children's Peace Garden and Growing Gardens Food Project
- This job is outside in all weather conditions and involves many contact hours with program participants (children, teens, interns, volunteers, adults, etc)
- Record keeping and administrative work documenting programming
- Attend weekly staff meetings

Children's Peace Garden

- Outreach to teachers and school administrators to form relationships which facilitate new programming and meet program goals
- Oversee all spring and fall schedules for Nutrition Education programming to our elementary, preschool and organizational partners
- Oversee all parent communication and daily summer camp schedules
- Support Interns and Cultiva Youth Leaders teaching in summer camp
- Teach on a regular basis. Majority of teaching is with elementary aged children in the garden and in local schools
- Train Interns, Volunteers and Cultiva participants to teach in the PG
- Communicate with teachers and/or parents during programming as needed
- Develop and review curriculum

Cultiva Youth Project

- Train Cultiva Youth Leaders how to teach curriculum and activities for Summer Camp

Intern Program

- Interview potential Interns with Program Coordinator to fill positions (two year-long interns, six seasonal interns)
- Work with Program Coordinator to set and manage Intern schedule
- Train Interns how to teach curriculum and activities
- Manage Interns on a daily basis during the summer season
- Provide check-ins, feedback and coaching as needed
- Provide support to Interns in the form of recommendations and references for future jobs

Growing Gardens Food Project

- Work closely with GGFP Coordinator to coordinate, schedule, and manage spring and fall gleaning efforts at Boulder County Farmer's Market
- Glean at BCFM Wednesday night markets April-May and Aug-Oct

- Manage detailed accounts of gleaned produce and survey results
- Coordinate with Nutrition Education partners to successfully receive donated produce

Events

- Growing Gardens hosts a number of events throughout year. This person will work with all other staff to make these events successful.
- Attend Boulder Community outreach events as a Growing Gardens ambassador

Administrative

- Maintain medical release forms on-site during programs (Summer Camp)
- Ensure program evaluations are completed and compiled for each program
- Ensure program participants served is kept up to date
- Submit employee timesheet on a bi-monthly basis
- Schedule programming to meet organization goals
- Create mid-season and end of season reports for Nutrition Education and Summer Camp programming

Special Requirements

- Hours change seasonally and additional time may be required as necessary, including occasional weekend and evening work and long hours
- Ability to operate computers, mobile devices, office and garden tools
- Ability to interact with volunteers, interns, youth, people with disabilities and the general public on a daily basis
- Able to work on uneven terrain in the field
- Able to sit at a desk for long periods of time
- Must be able to successfully manage multiple, high priority tasks in a fast-paced environment
- Must submit to a fingerprint background check
- Must have current Medical Administration, CPR and First Aid Certification prior to start date

This position offers many great rewards and is a great opportunity to put your heart into your work place.