



Job Announcement Program Manager

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: Program Manager

Job Status: Full Time Employee

Reports To: Program Director

Salary: Starting Salary: \$38,000 - \$42,000 (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: Friday February 2, 2018. **Applications will be reviewed immediately until the position is filled.**

Preferred Start Date: February 15, 2018

TO APPLY:

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

Job Purpose:

Growing Gardens' Program Manager works to ensure high quality education programs are delivered through three of our programs: Cultiva Youth Project, Community Classes and the Children's Peace Garden. The Program Manager is the lead educator in these programs and is responsible for training a diverse group of Youth Leaders, 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

- Minimum three years teaching experience in an Environmental Education setting
- Minimum three years experience working with children and teens
- Minimum two years 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
- Current certification in Medication Administration, First Aid and CPR
- Ability to multi-task and delegate
- Experience with organic gardening/ farming highly desired
- Experience working with seniors and people with disabilities highly desired
- Bilingual Spanish/English is highly desired

Major Functions and Accountabilities

- The Program Manager reports to Program Director
- Assists the Program Director in setting organizational and program goals
- Oversees and trains Cultiva Youth Leaders, Program Participants, and Interns in daily operation of programs
- Develop and review curriculum for all programs with Program Director, Youth Leaders and Interns
- Manages program schedule for self and interns
- Teaches curriculum in three Growing Gardens programs: Children's Peace Garden, Cultiva Youth Project and Community Classes
- This job is outside in all weather conditions and involves many contact hours with program participants (children, teens, interns, volunteers, adults, etc)
- Coordinate and organize supplies for each program on a daily basis. Ensure educators and interns have materials necessary to teach their curriculum
- Keep supply inventory organized and inform Operations Coordinator when supplies are running low
- Record keeping and administrative work documenting programming
- Attend weekly staff meetings

Children's Peace Garden

- Oversee all spring and fall schedules and programming including: field trips, classroom visits, after school garden club and BVSD Day Off School programs
- Teach on a regular basis in all programs. 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

Community Classes

- Teach Horticultural Therapy for seniors and people with disabilities in the garden and off site
- Develop and review curriculum
- Coordinate Community Classes on site, including working with class instructors, setting up for classes.

Cultiva Youth Project

- Interview and hire teen Youth Leaders and Cultiva Farm Crew
- Manage Youth Leaders- weekly meetings year round. Manage meetings- set agenda with youth and help them stay on task
- Train Cultiva Youth Leaders how to teach curriculum and activities for all programs
- Provide check-ins, feedback and coaching for Youth Leaders
- Manage Cultiva youth farm crew 9 week summer program. Including: orientation, training week, daily responsibilities, job skills training, conflict resolution and education component.
- Provide support to youth that have previously been in Cultiva in the form of recommendations and references for future jobs

Intern Program

- Interview potential Interns with Program Director to fill positions (two year-long interns, five seasonal interns)
- Organize and lead Education internship orientation
- Set and manage Intern schedule
- Meet with Interns to develop effective learning plan contract
- Train Interns how to teach curriculum and activities for all programs
- Manage Interns on a daily basis
- Provide check-ins, feedback and coaching
- Meet with Intern to complete mid-term evaluations
- Meet with Intern and Internship Supervisor to complete end of internship evaluations
- Provide support to Interns in the form of recommendations and references for future jobs

Growing Gardens' Urban Agricultural Site

- Work closely with Farm Manager and Site Director to integrate Youth Leaders and participants into the growing, cultivating and harvesting process

- Work closely with Farm Manager and Site Director to ensure vegetable production in Children's Peace Garden and Horticultural Therapy garden are in line with programming needs
- Oversee management of vermicomposting bins from March – November
- Work with top bar beehives in relation to education programming

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 hours book for Cultiva Youth Project participants
- Maintain medical release forms on-site during programs (Children's Peace Garden, Cultiva Youth Project)
- 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

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.