



## COMMUNITY GROUNDWORKS POSITION DESCRIPTION

**Title:** Gardener-in-Residence

**Reports To:** Education Director

### ***General Statement of Duties and Responsibilities***

The Gardener-in-Residence (GiR) will teach garden classes to a diverse, 4K-5<sup>th</sup> grade student population in school gardens. Following best practices in the field of garden-based education, the Gardener-in-Residence serves as the primary garden instructor at four school gardens, providing garden lessons to classes in spring and fall. The GiR collaborates with school administration, staff, students and families to ensure the school garden serves as a thriving teaching resource to the school community.

During the summer months, the GiR develops and leads engaging gardening, cooking, and art activities for Madison area youth at Troy Gardens Day Camp on Madison's northside.

### ***Specific Duties and Responsibilities***

- Develops and leads daily hands-on garden, cooking and art activities with students, following best practices in the field of garden-based education.
- Ensures a safe, engaging, and healthy garden experience for young gardeners.
- Performs hands-on garden work as needed to maintain gardens.
- Assists in the coordination of volunteers (parents, students, community members) to support garden activities.
- Plans and leads seasonal community workdays as needed.
- Monitors, documents and reports on all activities including attendance, daily reflections and student and volunteer participation.
- Purchases supplies as needed, within budget.
- Responsible for all set up and clean-up of garden programming.
- Directly supervises interns as needed.
- Communicates regularly with CGW Education Director.
- Other tasks as assigned.

### ***Required Knowledge, Skills and Abilities***

- This position requires high energy, passion, and an ability to work with many students across multiple sites.
- A minimum of two years of experience facilitating outdoor youth programs, or equivalent.
- At least two years of experience gardening or farming using sustainable and/or organic practices.

- Experience working with diverse groups of people in community settings, with cultural competence.
- Training in Early Care and Education preferred.
- Proficient use of smart phones, office software, email, and other technology.
- Ability to interact in a professional, courteous, and confidential manner with others and to function as an ambassador of the agency in a wide variety of venues and circumstances.
- Ability to communicate effectively both verbally and in writing, including the ability to listen and solve problems.
- Strong organization and communication skills and a demonstrated ability to follow through on commitments, responsibilities, and tasks.
- Flexibility and willingness to grow in response to needs or changes in the field.
- Ability to be innovative and resourceful while planning and organizing a demanding workload.
- Ability to develop effective work plans, organize details, set priorities, meet deadlines, and work with minimal supervision.
- Ability to lift and carry at least 50 pounds.
- Experience working with non-profit organizations desirable.
- Ability to commit to and promote CGW's mission, goals and priorities.

***Additional Information/Requirements:***

The incumbent must own or have unrestricted access to reliable transportation and provide a copy of a valid Wisconsin driver's license. Employees are required to provide updated copy of their driver's license as they renew.

***Position Classification:***

This position is FLSA Non-Exempt; Full-time LTE; April 2- November 16