



## COMMUNITY GROUNDWORKS POSITION DESCRIPTION

**Title:** Kids' Garden Manager

**Reports To:** Education Director

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

Responsible for developing and managing the Troy Kids' Garden, an innovative, regional garden-based education program for a diverse population of elementary, middle and high school children from area schools and community centers.

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

- Develops and manages a productive, sustainable educational kids' garden.
- Leads youth participants, volunteers, and intern staff in growing, harvesting, and preparing food in the garden.
- Manages day to day aspects of educational program and garden: conducts general program oversight, develops educational activities for youth, facilitates formal professional development classes for garden staff, leads program documentation and evaluation, and facilitates meetings with program partners.
- Builds relationships and coordinates with schools and community organizations to recruit program participants and schedule weekly garden visits.
- Recruits, hires, trains and supervises garden interns and volunteers.
- Coordinates with other CGW programs to ensure consistency across organization.
- Program fundraising, including grant writing and reporting, donor development and cultivation as needed.
- Leads tours, teaches workshops, and gives presentations as needed.
- Attends agency staff meetings.
- Assists with CGW events as needed.
- Other tasks as assigned.

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

- This position requires a minimum of two years experience in managing a garden or farm using sustainable and/or organic growing practices.
- At least two years of experience facilitating garden/farm-based education or hands-on environmental education programs for a diverse population of young people.
- Experience training and supervising interns and volunteers.
- Experience working with non-profit organizations desirable.
- Strong experience working with productive, proactive teams.
- 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.
- Ability to provide support and leadership while working with groups of people on projects.
- Experience working with diverse groups of people in community settings, with cultural competence.
- Strong organizational 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 lift and carry 50 pounds.
- 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 automobile transportation, provide proof of automobile insurance as required by the State of Wisconsin, and provide a copy of a valid Wisconsin driver's license. Employees are required to provide updated proof of insurance and driver's license as they renew.

***Position Classification:***

This position is FLSA Exempt; Part-time: 0.5 FTE

***Probationary Period:***

This position has a six (6) months probationary period.

***Approvals:***

Employee	Date
Supervisor	Date