



COMMUNITY GROUNDWORKS POSITION DESCRIPTION

Title: Gardener-in-Residence (after-school and summer school)

Reports To: Education Director

General Statement of Duties and Responsibilities

There are currently openings at two Madison area schools: [Leopold Community School](#) and [Badger Rock Middle School](#). The Gardener-in-Residence (GiR) manages and maintains the school garden. Following best practices in the field of garden-based education, the Gardener-in-Residence develops and implements engaging gardening, cooking, and arts activities for diverse populations of Madison area students. 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.

Specific Duties and Responsibilities

- Develops engaging gardening, cooking, and arts activities, following best practices in the field of garden-based education.
- Leads hands-on garden experiences with students including plant propagation, planting, cultivation, and maintenance activities in the school garden.
- Collaborates with school staff to ensure garden lessons support school community.
- Performs hands-on garden work to maintain the school garden.
- Coordinates volunteers (parents, students, community members) to support garden activities.
- Plans seasonal community workdays, as needed.
- Monitors, documents and reports on all activities including the extent of student and teacher participation.
- Communicates regularly with CGW Education Director.
- Other tasks as assigned.

Required Knowledge, Skills and Abilities

- This position requires a bachelor's degree and 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.
- 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, LTE for 320 hours