



Position Overview

Community Gardens & Education Program Coordinator

Marion-Polk Food Share is the regional food bank leading the fight to end hunger in Marion and Polk Counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion-Polk Food Share is ***“Leading the fight to end hunger in Marion and Polk counties, because no one should be hungry.”***

At the Food Share, our commitment is to:

- *Treat all people as our neighbor*
 - *Value diversity and strive for inclusion*
 - *Listen first and seek to understand*
 - *Focus on shared goals*
 - *Encourage creativity and be willing to take risks*
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Statement of Purpose: Increase community self-sufficiency through providing access to community gardens, garden resources, and community education opportunities.

Summary of Role: The Garden & Education Program Coordinator is responsible for daily operations of the Food Share’s Community Gardens Program. This position supports our network of over 50 community gardens through network development and organization, trainings, resource procurement and distribution, volunteer coordination and garden consulting.

The Garden & Education Program Coordinator also serves as the lead coordinator for the Food Share’s community education programs, such as Seed to Supper and Cooking Matters at the Store.

****The ideal start date for this position is January 7, 2019.****

Core Areas of Responsibility

- **Network Development:** *Coordinates the development of the Food Share’s community gardens network by organizing network meetings and by maintaining regular communications with garden coordinators.*
- **Resource Distribution:** *Evaluates and responds to garden needs through communication with coordinators; facilitates the distribution of gardening resources to network gardens in accordance with program priorities.*
- **Garden Development:** *Consults with coordinators and community partners on garden expansion projects; utilizes volunteer work parties to assist coordinators in building and maintaining community gardens across the network.*
- **Coordination of Education & Training:** *Serves as lead coordinator for annual garden coordinator training, gardening education courses and nutrition education courses.*

This position will provide leadership, guidance and training to volunteers.



Position Description

Community Gardens & Education Program Coordinator

Areas of Responsibility, Evaluation and Essential Functions:

- **Network Development:** Coordinates the development of the Food Share's community gardens network by organizing network meetings and by maintaining regular communications with garden coordinators.
 - Coordinates day to day operations of the Food Share Community Gardens Program, focusing on supporting our network of gardens and garden coordinators.
 - Maintains regular communication with network of garden coordinators.
 - Writes and sends quarterly newsletters to the garden coordinators.
 - Trains and coordinates volunteers in positions ranging from garden leadership to occasional workdays. Understands volunteer needs of the garden network and works with the Volunteer Manager to fill those needs.
 - Works collaboratively with a range of community partners, such as city government, other nonprofits and business partners to support the gardens network.
 - Increases awareness of the work of the Food Share through gardens and garden events.
 - Coordinates, conducts, and evaluates annual garden census, community gardener survey, winter check-in with all core community garden coordinators, and other garden evaluation methods.
- **Resource Distribution:** Evaluates and responds to garden needs through communication with coordinators; facilitates the distribution of gardening resources to network gardens in accordance with program priorities.
 - Evaluates and responds to garden needs and supplies resources, such as seeds, plants, hardscape, volunteers and educational resources. Distributes resources equitably according to program priorities.
 - Collaborates with Community Food System Manager to create an annual resource budget for the community garden program.
 - Occasionally works with garden program supply donors in collaboration with the Development Department.
- **Garden Development:** Consults with coordinators and community partners on garden expansion projects; utilizes volunteer work parties to assist coordinators in building and maintaining community gardens across the network.
 - Supports the development of garden committees. Works with community partners to identify volunteer garden leadership and contingency planning.
 - Supervises large volunteer work parties at community garden sites.
 - Works with garden coordinators to advertise garden program services and keeps garden plots well-utilized
 - Assists garden coordinators in responding to, and resolving, community gardener conflicts.
 - Offers consultation to garden coordinators for designing garden expansion.
 - Collaborates with Community Food System Manager to hold interest sessions for potential new gardens, reviews new garden applications, and coordinates trainings for new garden coordinators.



- Collaborates with other programs, like Agency & Client Services, to understand needs across our region and assist with the creation of new gardens.
- **Coordination of Education & Training:** Serves as the lead coordinator for annual garden coordinator training, gardening education courses and nutrition education courses.
 - Serves as the lead coordinator for designing and implementing annual day-long community garden coordinator training.
 - Coordinates garden-based, six-week educational program (Seed to Supper) that increases the community's knowledge of sustainable gardening techniques and introduces new individuals to gardening.
 - Trains and recruits instructors for Seed to Supper, works closely with established community partners to ensure the program's success.
 - Evaluates training opportunities annually to ensure effectiveness.
 - Coordinates full Cooking Matters courses and Cooking Matters at the Store tours that teach skills to cook with and shop for healthy food on a budget.
 - Manages and trains volunteers for Cooking Matters and Cooking Matters at the Store.
- **Other duties as assignedⁱ**

Education and/or Experience; Certificates,/Licenses/Registrations:

- 2+ years of experience in program coordination or community organizing required, including experience supervising volunteers.
- 2+ years of experience in organic gardening preferred.
- Must have current driver's license, auto insurance and be cleared to drive company vehicles.
- Proficient in Microsoft Office Suite, including Word, Excel, and Outlook as well as email communications and basic computer technology.
- Must be proficient in English, both verbally and written.
- Fluency in Spanish is a plus.
- Must maintain current First Aid/CPR certification.
- Must pass pre-employment drug screen and full background check, including driving record check.

Necessary Knowledge, Skills and Abilities:

- Excellent organizational skills required. Ability to successfully balance multiple projects and prioritize effectively.
- Good verbal and written communication skills. Ability to make strong public presentations and write in a professional manner.
- Proven ability to work effectively with a diverse group of external and internal persons to achieve results, including non-English speakers, faith-based communities and families experiencing poverty. Ability to handle and mediate conflict on occasion.



- Strong interpersonal and customer service skills.
- Must be experienced with or willing to learn to drive large trucks (pick up, box truck) and using farm/garden equipment (small tractor, walk behind rototiller, auger, etc).
- Strong passion for community gardening, food security, community food systems or poverty issues.

Job Conditions:

Work will be performed mainly outdoors, in all types of weather. Will regularly involve sustained periods of standing and walking and moderate to heavy manual labor, including bending, reaching, squatting, crawling, stooping and use of the hands, arms and fingers. Will regularly be required to lift up to 50 pounds. Work will involve travel and use of a MPFS truck, trailer, tractor, rototiller and other equipment. Work on evenings and weekends will be required.

Title	Community Gardens & Education Program Coordinator	Department	Programs
FLSA	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Starting Pay Range	\$15.75-\$18.51
Status	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Hours Per Week	40
Reports to	Community Programs Director	Date of Last Revision	11/8/19
Alternate Title(s)	Community Garden Coordinator, Community Education Coordinator, Garden Program Coordinator.		
Employee Signature			
Supervisor Signature			
HR Signature			

ⁱ This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. MPFS has the right to revise this job description at any time. The job description is not a contract for employment.

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.