



**Summit  
Community  
Gardens**



## **300-Hour UCC AmeriCorps Education Coordinator**

### **Organization and Job Description**

Summit Community Gardens (SCG) is a non-profit organization that operates a 1.5-acre community garden in Park City, centrally located just off Old Ranch Road at 4056 Shadow Mountain Drive. Our mission is to build and strengthen our community by educating, empowering, and providing an opportunity for people to grow their own food successfully and sustainably. We achieve our mission by offering gardening education, garden plot rentals, and community events for all to attend.

The UCC AmeriCorps Education Coordinator is primarily responsible for developing and expanding the educational program of Summit Community Gardens (SCG). The Education Coordinator will also assist in maintaining the demonstration gardens, help facilitate garden volunteer groups, and assist at SCG events.

The position requires strong leadership skills, self-motivation, and a passion for teaching youth to grow and eat healthy, local, organic food. Through this position, the UCC AmeriCorps member will have the opportunity to learn about outdoor education, sustainable food production, and professional non-profit work through hands-on experience.

### **Primary Responsibilities**

#### *Educational Leadership*

- Develop curriculum for summer youth gardening camps and programs
- Teach summer camps and youth classes
- Lead group visits in the garden
- Help recruit and manage other instructors who will also teach classes and camp
- Work with a variety of garden partners on service-learning, garden, and education projects
- Assist in the marketing and promotion of the education program

#### *Garden Management*

- Provide a safe, active, and engaging environment for participants
- Maintain the “children’s garden” as an outdoor classroom that is safe, engaging, and welcoming
- Assist in maintaining the demonstration gardens using sustainable and organic practices
- Harvest, record, and distribute produce from demonstration gardens
- Help to facilitate garden volunteer groups and garden crews

#### *Other Responsibilities*

- Assist with Summit Community Gardens events including Garden Orientation Day (a Saturday in May), Frost Free Festival (a Saturday in June), Dig-In (a Saturday in September)
- Assist with Summit Community Gardens garden sales (2x month)



## Qualifications

- Experience working with youth ages 6-12, particularly in an outdoor setting
- Basic knowledge of sustainable, organic gardening OR strong desire to learn
- Organized, motivated, and able to work independently and as part of a group
- Desire to work outdoors in variable weather conditions
- Excellent communication skills, positive attitude, and ability to solve problems creatively

## *Other Preferred Experience*

- Bachelor's degree in related field (education, agriculture, social work, environmental studies, etc.)
- Prior experience with gardening, farming, or education
- Proficiency in Microsoft Office Suite, comfortable using Google Applications (Gmail and Google Docs)
- Ability to lift 25 pounds and work in the garden
- Fluency in Spanish

## *Minimum Qualifications*

Must be a US Citizen or Permanent Resident and eligible to serve an AmeriCorps State/National term. Must be at least age 18 by the start of their term and have a high school diploma or equivalent. Must undergo and pass a National Criminal History Check. **Must commit to completing their Term of Service.**

## Schedule

The Education Coordinator will work ~ 20 hours a week during the garden season (June, July, and August). Ideally, the coordinator would also be available 5-10 hours a week during April, May and September. Four-six camps will be held over the summer during which the schedule will be 8-12 Mon-Friday. We can be flexible scheduling the remaining hours, however we expect the Education Coordinator will establish and publish his or her schedule at least 2 weeks in advance and notify the Garden Program Director of any changes.

## Compensation

This is an individual placement position through the Utah State University, Utah Conservation Corps (USU-UCC), AmeriCorps Program. USU-UCC will provide the selected individual with a \$2,229 living allowance divided into bi-monthly installments and an educational award of \$1,230.69 (upon completion of entire member contract).

## Educational Opportunities and Other Benefits

- Gain experience teaching elementary-aged students
- Learn about how a garden can be used as a teaching tool
- Write and implement creative lessons and activities that connect kids to the garden
- Semi-flexible schedule
- Opportunity to spend time working outdoors in beautiful Park City!
- Access to fresh garden produce

## To Apply

Send cover letter, resume, contact information for 2 professional references to [info@summitcommunitygardens.org](mailto:info@summitcommunitygardens.org) by 9am, March 12, 2018. Please put "UCC AmeriCorps Education Coordinator" in the subject line.