



**Summit
Community
Gardens**



450-Hour UCC AmeriCorps Garden and Volunteer 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 Community Garden and Volunteer Coordinator is primarily responsible for developing and running a volunteer program for SCG and working with our ~100 community gardeners. The Coordinator will develop processes and tools to deploy and track the volunteers effectively and meaningfully. The Coordinator will also manage planting and maintaining the demonstration gardens, help facilitate garden volunteer groups, and assist at SCG events.

The position requires strong leadership and communication skills, self-motivation, and a passion for growing and sharing healthy, local, organic food. Through this position, the UCC AmeriCorps member will have the opportunity to learn about outdoor education, sustainable food production, and non-profit volunteer management through hands-on experience.

Primary Responsibilities

Garden Management

- Assist and direct volunteers in planting and maintaining the demonstration gardens
- Harvest, record, and distribute produce from demonstration gardens (with volunteers)
- Ensure gardens are kept clean and weed-free throughout the season (with volunteers)
- Assist with Summit Community Gardens garden sales (2x month)

Community Gardener Coordination and Events

- Assist with management and assignment of plots
- Communicate gardener news, stories, and updates through newsletter, website, and social media
- Elicit feedback, document, and work with Garden Program Director to address complaints or concerns
- Provide assistance and guidance to garden members with respect to sustainable, organic best practices
- 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)

Volunteer Coordination

- Work closely with Program Director and Education Coordinator to identify opportunities for volunteers
- Ensure Community Gardeners have opportunities and achieve the eight-hour volunteer commitment
- Organize volunteers into task specific groups and arrange for Volunteer Days throughout the season
- Provide training and communication to volunteers
- Identify and implement volunteer tracking and reporting tools
- Develop a volunteer recognition program, including planning an end-of-year celebration



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Qualifications

- Experience working with volunteers, particularly in an outdoor setting
- Experience in creating and documenting processes
- 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 or degree in progress in related field (education, agriculture, social work, environmental studies, etc.)
- Prior experience with volunteer management, gardening, farming, or communications
- Proficiency in Microsoft Office Suite, 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 Coordinator will work ~ 25 hours a week during the garden season (June, July, and August). Ideally, the coordinator would also be available 10-15 hours a week during April, May and September. The Coordinator must be on-site at the garden at least 5 days a week for 3-4 hours. We can be flexible with scheduling; however, we expect the 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 \$3,343 living allowance divided into bi-monthly installments and an educational award of \$1,538.36 (upon completion of entire member contract).

Educational Opportunities and Other Benefits

- Gain experience designing processes, program development and evaluation, and managing people
- Learn about sustainable, organic gardening practices
- 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 by 9am, March 12, 2018. Please put "UCC AmeriCorps Volunteer and Community Gardener Coordinator" in the subject line.