

POSITION OVERVIEW & KEY ATTRIBUTES FOR SUCCESS

Gardeneers' AmeriCorps Service Members work alongside Garden Educators to be the primary point of contact for all of Gardeneers' +/- 19 garden and farm sites. They develop strong working relationships with school administration, teachers, and community members, successfully growing vegetables and turning their space into an outdoor classroom.

This community-focused, educator leads with emotional flexibility and adaptability in the following key areas:

- Self-reflection, resilience, and fortitude when facing challenges and conflicts
- Ease in and comfort with:
 - Ambiguity and handling unexpected demands
 - Adapting or changing strategy
 - Asking for assistance and leaning into areas of growth
- Personal and professional growth through constructive feedback
- Personal accountability
- Possesses a continuous improvement mindset

ESSENTIAL DUTIES

- Attend weekly AmeriCorps Meetings; Attend Weekly Staff Meetings
- Participate in Seasonal Goal Setting, Reviews, and Monthly Check-in's with the Director of AmeriCorps Program; Submit Timesheets + Reflections
- Working in partnership with Garden Educators prepare for and lead garden programming by creating lesson plans, ensuring all materials and supplies are prepared, and ensuring successful execution of lessons.
- Ensure beauty and productivity of school garden spaces; properly close gardens at the end of season.
- Maintain accurate records on each assigned school including, but not limited to: surveys, school and volunteer contact info, pictures of students and gardens, harvest and program logs.
- Coordinate and carry out school and community events.
- Participate in staff meetings and trainings along with professional development opportunities.
- Build relationships and maintain ongoing communication via email, phone and in-person meetings with teachers, principals, administrators, other school staff, volunteers, community members, and parents.
- Administer Gardeneers' curriculum; Work with the Director of Curriculum, Director of AmeriCorps Program, and other Garden Educators to implement, develop and evaluate programming.
- Represent Gardeneers through tabling, presentations, and facilitating activities at schools and community events

