Urban Garden Youth Employment
CityFresh Flowers Team Facilitator
Temporary position: Summer 2010

The Group’s Work
CityFresh flowers will be growing a variety of cut flowers for use in designing bouquets for sale to businesses. The CityFresh flowers group will be involved in the care and growing of high quality cut flowers. Additionally, the flowers team will be learning and practicing floral design techniques and developing a standardized line of bouquet’s to offer customers. Much of the flowers team work will be comprised of creating a marketing plan and sales pitch that will attract new customers and meet those customer's needs.

Team Facilitator Role and responsibilities
The flower team facilitator's primary role is to provide guidance, suggestion, support, and resources to the group so that the youth can learn the skills required to do the work described above. The Facilitator must involve the youth in all aspects of operating the business from creating invoices and caring for the flowers to setting up the product line and researching prices, to creating a marketing strategy and a sales pitch, to customer satisfaction. The instructor is instrumental in facilitating the development of communication and entrepreneur skills through the work of the flower business model. Successful facilitators create many opportunities for the youth to meet and interact with business people and customers. The facilitator understands that youth learn entrepreneur skills by participating first hand in the work of a business. It is not the role of the facilitator to do all of the work of finding new customers—instead a facilitator must guide the group through the process of finding new customers. Other responsibilities of the position are listed below:

- Adhere to the employee expectations as outlined in the General Behavior Statement document (attached)
- Attend planning work sessions and weekly check-in meetings as scheduled
- Set up, facilitate, tear down for each scheduled program time
- Maintain communication with supervisor, community partner agencies, and fellow team teaching members
- Keep a personal log of your experiences

Youth Outcomes
This is a summer job for the youth participants. Through the growing, designing, and selling, floral arrangements to small businesses, the youth will build communication and entrepreneur skills through participation in this summer business.

- Basic Job Skills
- Business Skills
- Communication and Interpersonal Skills

Report
This position reports to the Urban Garden Youth Employment Program Manager

Qualifications
This position requires a minimum of one season of experience; teaching, supervising, or facilitating youth work. Applicant must be drug free.

Applicant must have training, and/or experience in a number of the following:
- Strong mentoring and relationship building skills
- Knowledge and experience with growing plants
- Knowledge of PR/Marketing principles and practices; connection to local industry helpful
- Entrepreneur background and/or attitude
- Teaching experience with youth age 12-16
- Previous experience in a related summer youth program
- Organization and record keeping

Commitment
In an effort to provide consistent mentoring for program participants, applicants are encouraged to consider their ability to commit for the entire term of the temporary position as described:
Planting Days; Saturdays, May 15, June 5; 1-4PM
Summer workdays: Thursdays & Fridays; 17, 18, 24, 25, July 1, 2, 8, 9, 22, 23, 29, 30 Aug. 5, 6, 12, 13
Time: 9:30-4:00 (Hours spent with youth)
Note: No work groups the week of July 11-16th
Celebration Jamboree; August 18th, 10AM - 3PM @ Arboretum

Additional hours as scheduled by supervisor

Total number of hours for this position not to exceed: **240**.

Rate of pay and application information
The pay range for this position is 10.00 – 15.00 per hour, depending on level of education and relevant work experience.

Employment is conditional on the successful completion of a background check and the completion of all paperwork required by Human Resources.

This position qualifies for consideration as a paid internship at the University of Minnesota. Specific intern details and course credit must be arranged and approved in advance.

Submit resume and cover letter to:
Diane Malecha, Human Resources MN Landscape Arboretum
3675 Arboretum Drive Chaska, MN 55318-9613
May email application materials to malec006@umn.edu or fax to 952-556-3375
General Behavior Statements

The Minnesota Landscape Arboretum has the following expectations of all employees in the areas of problem solving, initiative, planning/organizational skills, interpersonal skills, attendance/punctuality and orderliness.

Employees are expected to:

- Identify problems in a timely and efficient manner and offer practical solutions to problems when ever possible
- Consider the effects of decisions made prior to making decision
- Offer suggestions in ways to increase efficiency and productivity
- Make appropriate decisions about when to act independently and when to consult with others
- Use resources wisely, schedule work effectively
- Share information in a courteous manner with other employees to ensure a knowledgeable, efficient, cohesive work force
- Provide information to visitors in a courteous and friendly manner
- Offer help to coworkers when own workload permits
- Arrive for work as scheduled so as to not disrupt, delay or cause additional work for coworkers
- Give proper notification to supervisor of scheduled absences
- Keep work area appropriately presentable to the public
- Return shared equipment/supplies to proper storage area after use or at end of day in ready-to-use condition
- Treat coworkers with respect and consideration