

Urban Garden Youth Employment CityFresh Vegetables Team Facilitator

Temporary position: Summer 2010

The Group's Work

CityFresh Veggies is a first time work experience. The group's work is focused on the growing and selling of fresh herbs and vegetables to restaurant chefs. The focus of this group is on working with established customers and meeting those customers' needs. The group will develop many basic entrepreneur skills through participation in this wholesale business model.

The Facilitator's Role and Responsibilities

The facilitator's primary role is providing guidance, suggestions, and resources to the group in order to foster youth outcomes. The CityFresh Veggies Team Facilitator has the role of teaching the youth how to grow, maintain, harvest, and deliver the vegetables that are grown as well as developing opportunities to learn basic entrepreneur skills through participation in the wholesale grower to restaurant business model. Additional facilitator responsibilities are listed below:

- Facilitate youth-worker production of specialty garden crops for sale to local restaurants
- Mentor business to business relationship building skills for participating youth
- Adhere to the employee expectations as outlined in the General Behavior Statement document (attached)
- Facilitate development of Group Behavior Expectation and hold group members accountable to these Expectations
- 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

Participation in CityFresh Veggies offers learning opportunities for the individual participants, including:

- Basic Job Skills
- Horticultural Skills
- Business 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 gardening skills including plant care and maintenance
- Entrepreneur background and/or attitude
- 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: May 15, & June 5th 9am-4pm

Veggie 1: Wednesdays, June 16, 23, 30, July 7, 21, 28, Aug 4, 11

Veggie 1: Thursdays; June 17, 24, July 1, 8, 22, 29, Aug. 5, 12

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

Total number of hours for this position not to exceed: 332.

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