

Urban Garden Youth Employment Community Green Team Facilitator

Temporary position: Summer 2010

The Group's Work

Using a non-profit model, community green will work closely with other non-profits, by finding out the work they do, as well as communicating with the customer the importance and value of trees. Community green will research the benefits of trees, and then prepare a presentation. The presentations will layout the benefits of trees, and how they can provide a service to the nonprofit agencies. Community green will give their partners the opportunity to pick out a tree of their choice based on the right fit for their organization, and gift them the tree. The group will plant the tree, and provide the organization with care tips. The group will develop communication, and partnership skills; keeping in mind that the ultimate goal is change.

The Facilitator's role and responsibilities

The Community Green facilitator is responsible for providing guidance, suggestions, and resources to the group in order to foster the youth outcomes. The leader must keep in mind that this is a non-profit model focused group, and the ultimate goal is community building and sharing and receiving information from other non-profit agencies. It's the facilitator's role to help the youth find out about other non-profits and meet and communicate with them. 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 planting of trees in non-profit agencies the youth will gain

- Basic Job Skills
- Horticultural Skills
- Communication and Interpersonal Skills
- Leadership 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
- A preferred background in non-profit work
- Entrepreneur background and/or attitude
- Teaching experience with youth age 12-16
- 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:

Summer workdays: Fridays & Saturdays; June 18, 19, 25, 26, July 2, 3, 9, 10, 23, 24, 30, 31 Aug. 6, 7, 13, 14

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

The University of Minnesota Landscape Arboretum is an equal opportunity educator and employer

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