

Urban Garden Program
Growing to College Coordinator
Temporary position: April –October 2010

Description

Design, implement, evaluate, and document Growing to College activities for participants in the Arboretum's Children's Garden in Residence and Urban Garden Youth Employment programs. Responsibilities include:

- Liason with key stake holders including Urban Garden Program Managers, University of Minnesota, and Arboretum community partner organizations.
- Lead a 6 week program (1 day/week) for a group of 5-8 grade youth.
- Create a three year road map for Growing to College program.

Qualifications

This position requires a bachelor's degree in youth development, social work, urban studies, education, sociology or a related field and one season of experience in youth work.

Applicant must have training, and/or experience in a number of the following:

- Experience with UofM Bridge to Academic Excellence or similar program.
- Teaching experience with youth age 10-21
- Familiarity with University of Minnesota
- Coursework in horticulture, or environmental sciences
- Program design and development
- Pre-collegiate readiness program
- Big Brother/Big Sister or other mentor program
- Participation in like programs (not as a leader)

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 this position as described below. Employment is for April 1 2010-Nov.1 2010 approximately 30hrs/week.

Total number of hours for this position not to exceed: 900

Rate of pay and application information

The pay range for this position is 12.00 – 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