

# Urban Garden Youth Employment Photojournalism Team Facilitator

Temporary position: Summer 2010

## The Group's Work

CityFresh photo journalists will be learning and practicing how to use digital SLR cameras to tell the story of garden programs involved with the Arboretum's Summer Urban Outreach. This group's work will be focused on using photographic images to communicate what is happening in Arboretum garden programs. Participants will explore different ways to use photography to document a story and will create a photo project that tells the story of the summer's gardening activities and the impacts they have on the life of the community and the program participants.

## The Instructor's role and responsibilities

The Photojournalism's Instructor's primary role is that of a facilitator; providing guidance, suggestions, and resources to the group in order to foster youth outcomes. The photo journalism facilitator is responsible for teaching participants how to use Digital SLR cameras and software to create high quality photographs. The Photojournalism instructor must play the role of photography instructor and technical expert as well as the role of facilitator for the group's summer project. It is important for the facilitator to insure that the participants have a hand in visioning and executing the summer project. Additional responsibilities of the Photojournalism leader include:

- Adhere to the employee expectations as outlined in the General Behavior Statement document (attached)
- Develop a list of Group Behavior Expectations with the group and hold each group member accountable to the 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

This is a paid summer job. In addition to pay, there are significant learning opportunities for the youth participants.

Other skills include:

- Basic Job Skills
- Business Skills
- Communication Skills
- Technology 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:

- Interest in plants and gardens
- Experience working with various forms of communications using photography
- Teaching/facilitation/leadership experience with youth age 12-21
- Previous experience in a related summer youth program
- Demonstrated organization and record keeping skills

## 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 12 week temporary position as described:

*Wednesdays, Thursdays, & Fridays;*

*Time: 8:30-12:30 (Time spent with youth)*

*June 16, 17, 18, 23, 24, 25, 30,*

*July 1, 2, 7, 8, 9, 21, 22, 23, 28, 29, 30,*

*Aug. 4, 5, 6, 11, 12, 13*

*Celebration Jamboree; August 18th, 10AM - 3PM @ Arboretum*

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

*Note: No work groups the week of July 11-16<sup>th</sup>*

*Total number of hours for this position not to exceed: 260.*

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](mailto: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