CityFresh Smart Snacks Team Facilitator: Urban Garden Youth Employment
Temporary position: Summer 2012

Description
Dig in, get your hands dirty, and be a facilitator of a work team of 3 urban teenagers that will test and research healthy, delicious recipes utilizing garden produce, demonstrate how to cook healthy recipes to a variety of audiences, learn food management and safety protocols, and prepare and present the weekly snack for the Children's Garden in Residence program. The Smart Snacks Team Facilitator creates and maintains a dynamic garden and kitchen work experience for their team. With the guidance of the Smart Snacks team facilitator, the Smart Snacks team will be learning and creating recipes that utilize garden ingredients and meet a standard of healthy nutrition as well as good taste (youth will eat it). The Smart Snacks team will create and test recipes, prepare and present cooking demonstrations featuring the team’s recipes, meet career professionals from food industries and learn about food related career, and training opportunities. The Smart Snacks Facilitator working with Smart Snacks team employees will plan and supervise the preparation and presentation of the snack at each Children’s Garden in Residence program.

Report
This position reports to Arboretum Urban Garden Leadership Team

Qualifications
The Smart Snacks facilitator must have experience and credentials associated with food management, safety, and preparation as well as knowledge of menu planning, recipe testing and tweaking, nutrition, and dietary guidelines. Also helpful for this position is an infectious positive attitude, an appropriate sense of humor, a measure of patience, and a love of plants, gardening nutrition, healthy eating and the healthy development of teenaged youth. Applicant must have training, and/or experience in a number of the following:

- Teaching or leading teenagers
- Experience working with food preparation in a commercial kitchen
- Professional chef/cock/caterer
- Credentials for food safety preparation and handling practices
- Gardening skill and experience
- Entrepreneurial, skill, experience, and attitude
- Experience in effective and appropriate utilization of communication tools and technologies (web site development, blogging, power point, facebook, twitter, etc)
- Experience leading youth programming
- Previous experience in a related summer youth gardening program
- College or professional degree or course work in horticulture, education, youth development, business, outdoor education or related field, food science, nutrition, or related

Commitment
This is a temporary part time summer position. Applicants must commit to a 10 week work schedule including all team work days (see summer schedule for details).

Summer Work Schedule
Leader Training Week (June 6, 7, 8)
4 days/wk (Wednesday, Thursday, Friday +one other day) June 11-August 10.
Urban Garden Leader Meetings Wednesday afternoons 4:00-6:00pm
Weekly check in meetings to be scheduled with supervisor.

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To create active ways for people to explore the vital links between themselves, plants and the earth

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No work days July 11 and July 13 (Mid summer break)
Urban Garden Youth Employment Summer Events:  Open House August 9, Arboretum Jamboree August 15.
Additional work hours possible as assigned through October 31, 2012.

**Total Hours**
320

**Rate of pay**
The pay range for this position is $12.00-$15.00 an hour

**To apply**
Email resume, cover letter, and 1-3 professional letters of reference to: Urban Garden Leadership Team, c/o Randy Gage at gage0020@umn.edu

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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

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Professional Reference Letter Guide For Urban Garden Programs

What is considered a professional letter of reference?
Professional letters of reference are letters that have been written by a professional who will provide information regarding your skills and abilities to succeed in the job.

Who is considered a professional?
Someone who can validate your experience as an employee, student or volunteer and provide examples of professional and/or academic skills you have demonstrated. Former academic advisors, professors, supervisors, co-workers, or other person that can write about the experiences you have related to the responsibilities of this job. Family, friends, and Arboretum employees are not considered professional references for this purpose.

What should be included in a professional letter of reference?
The following is a guide for the person writing your letter of reference.

The letter should be one page in length and include:
- Name and contact information of the reference, including phone number.
- Name of the applicant.
- Description of the relationship between the applicant and the reference.
- Information regarding knowledge of the applicants professional, and volunteer experience, and academic ability.
- Information about the skills, knowledge, and qualities the applicant possesses which makes them a good candidate for this job.
- Any additional comments you would like to share about the applicant.

Please email reference letters to Urban Garden Planning Team
C/O Randy Gage  gage0020@umn.edu

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