Urban Garden Program
Growing to College and Career Coordinator
Temporary position: May - August 2012

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. The Growing to College initiative strives to create experiences for Urban Garden Youth participants to increase their knowledge of and access to college. The GTC coordinator will design experiences that get youth on campus, learn about the possibilities and benefits of college education, and plant the seed of a college education as a real, attainable, goal and a means to achieve what you want in life. The program will design experiences that address the identified barriers to college education, awareness, academic preparedness, and community and family involvement. The coordinator must liason with many diverse stake holders including Urban Garden Program Managers, University of Minnesota, and Arboretum community partner organizations.

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, 40 hrs/ wk for 13 weeks, beginning around June 1.

Total number of hours for this position not to exceed: 520

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

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

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

Email cover letter, resume, and 1-3 letters of reference to (see Reference Letter Guidelines page 4):
Urban Garden Planning Team c/o Randy Gage; Gage0020@umn.edu
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

Professional Reference Letter Guide For Urban Garden Programs

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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 applicant's 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