Team Facilitator: Urban Garden Youth Employment
7 team facilitator positions open for summer 2012
Temporary position: Summer 2012

Job Description
Dig in, get your hands dirty, and be a facilitator of a work team of 6 urban teenagers. The Team Facilitator creates and maintains a dynamic garden work experience for their teams. Facilitators are responsible for setting the stage for their team to build successful horticulture, communication, leadership, entrepreneurial, and employment skills through the team’s work experience. Each team has a different garden based work assignment. See 2012 Urban Garden Youth Employment Program Descriptions for more information on each summer work team.

Report
These positions report to the Arboretum Urban Garden Leadership Team

Qualifications
This position requires strong interest, knowledge, and experience working with teenagers in a garden setting. 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, business, and science.
Applicant must have training, and/or experience in a number of the following:
- Teaching or leading teenagers.
- Gardening skill and experience
- Entrepreneurial, skill, experience, and attitude
- Community organizing experience
- Experience in effective and appropriate utilisation of communication tools and technologies (web site development, blogging, power point, facebook, twitter, etc)
- Previous experience in a related summer youth gardening program
- College, professional degree, or course work in horticulture, education, youth development, business, outdoor education or related field.

Summer Work Schedule
Planting Saturdays and work orientation sessions as needed (May 5, May 12, May 19, June 2).
Leader Training Week (June 6, 7, 8)
First week of Urban Garden Youth Employment June 11-15.
Break week July 4 or July 9-13. (depends on the group)
Last regular week of Urban Garden Youth Employment August 6-10.
Urban Garden Youth Employment Summer Events: Open House August 9, Arboretum Jamboree August 15.
Additional work hours possible as assigned through October 31, 2012.

Hours
Total hours vary depending on position. Opportunities for 24-40 hours/wk. 240-400 total hours.

Rate of pay
$12.00-$15.00/hr.

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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To create active ways for people to explore the vital links between themselves, plants and the earth
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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 Leadership Team
C/O Randy Gage  gage0020@umn.edu

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