CityFresh Veggies Team Facilitator: Urban Garden Youth Employment (UGYE)
Temporary position: Summer 2013 Applications due March 1

Job Description
Dig in, get your hands dirty, and be a facilitator of a work team of urban teenagers. CityFresh Veggies teams grow specialty produce in the garden and sell them to local restaurant chefs. The Veggies Team Facilitator is responsible for leading a work experience that develops youth leadership, communication, horticulture, and job skills through participation in a hands-on entrepreneurial work experience. Specific facilitated learning experiences for youth through this job experience include developing product lists, pricing products, creating and using invoices, making sales calls, fulfilling orders, providing good customer service, getting new clients. Horticulture skills include how to plant, water, weed, and fertilize specialty crops and how to harvest for quality produce delivery and to encourage future growth.

Report
These positions report to the Urban Garden Program Manager

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
- Knowledge of restaurant business operations
- 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.
- Job offer will be contingent upon successful completion of a criminal background check.

Summer Work Schedule
Training days May 18, June 6, June 7.
Planting Days Mid May-Early June: TBD
Regular Summer work days:
- Veggies I: June 10, 12, 17, 19, 24, 26, July 1, 3, 15, 17, 22, 24, 29, 31, August 5, 7. (Youth work day is 9-3:30)
- Veggies 2: June 11, 13, 18, 20, 25, 27, July 2, 11, 16, 18, 23, 25, 30, August 1, 6, 8. (Youth work day is 9-3:30)
- UGYE Open House: August 8.
- Jamboree: August 14.
- Urban Garden Leader Meetings: Wednesdays 4-6pm June 12, 19, 26, July 3, July 17, July 24, July 31, August 7.
- Planning Time: Includes leader meeting and weekly check-in=8 hours per week plus 8 hours before program start in May/early June and 8 hours after program conclusion (after August 14).

Hours
Total max hours Veggies I= (24x11weeks= 264). Total max hours Veggies II=(24x11weeks=264)

Rate of pay
$12.00-$15.00/hr.

To Apply
Email resume, cover letter, and 1-3 professional letters of reference to Randy Gage at gage0020@umn.edu.
Applications due March 1.

Our Mission:
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 whenever possible
- Consider the effects of decisions made prior to making decisions
- 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 your 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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