MINNESOTA LANDSCAPE ARBORETUM
JOB DESCRIPTION

TITLE: Smart Snack Pop Up Garden Project Coordinator 2013

SUPERVISOR: Randy Gage Youth Education Manager

CLASSIFICATION: Temporary - 7 months - 8315 Community Program Specialist

OVERVIEW:
This 7-month temporary position will coordinate a summer Growing for Good project in North and South Minneapolis. The Smart Snack Pop Up Garden Project Coordinator will lead two Smart Snack Garden Project teams of urban youth installing 3 Smart Snack Gardens (4’ diameter big bag gardens) at twenty host institutions in North and South Minneapolis. Two of these gardens will feature nutritious food plants for people (cherry tomatoes and basil) and one will contain nutritious food for pollinators (Zinnia, Verbena bonariensis, and annual Milkweed). These gardens will be installed, maintained, researched, and be the subject of community presentations and education efforts by teams of urban teenagers under the facilitation of the coordinator.

JOB DESCRIPTION

60% Plan, Facilitate and Lead work of urban teenagers enrolled in the UGYE program
- Plan and facilitate a summer work experience for urban teenagers focused on developing and expanding teenage employee’s leadership and communication skills and experiences through the Smart Snack Garden Project.
- Work under the support and guidance of the Manager of Youth Education and members of the Urban Garden Youth Employment leadership team to plan a facilitated work experience that builds identified youth leadership, communication, horticulture, and job skills. This work is accomplished through weekly one on one check in meetings with the Manager of Youth Education and through participation in the weekly Urban Garden leaders meeting.
- Facilitate two teams of six teenagers on the installation, maintenance, research, and dissemination of information about the smart snack gardens. Regular summer work hours for each team are two 6 hour work days/week for 8 weeks.
- Ensure the teams set up and keep up with maintenance, education, and communication goals of the project. Specific deliverables for the groups include, bi-weekly blog posts, informational one sheet for post on website, presentation materials to include research, photographs, and any other pertinent artifacts.
- The coordinator is responsible for keeping their own records of the summer experience to include contacts, youth goals and outcomes, daily plans and results, reflections on positive experiences and suggestions for change if done again in the future.

15% Outreach and Community Engagement
- Identify and build relationships with nonprofit and business host sites in North and South Minneapolis and create ways for the Youth teams to interact and learn from the host organizations. (20 total sites).
- Network and contact non-profit, business, and public sector organizations in North and South Minneapolis. Explain project and identify organizations interested in serving as host sites for this summer demonstration garden project. Obtain commitment and identify lead contact at 10 organizations in North Minneapolis and 10 in South Minneapolis.
- Build and maintain relationships with host sites and lead contacts throughout the summer. Facilitate learning opportunities for youth to meet and learn from professionals at the garden host organizations.

Our Mission:
To create active ways for people to explore the vital links between themselves, plants and the earth
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25% Garden Installation and Maintenance

- Coordinate garden installation and maintenance efforts with two teenage work teams during the summer and with community volunteers and other members of the Urban Garden Youth Employment team throughout the growing season and after the youth work summer ends.
- Order all supplies and coordinate all plans for garden installation days including Big Bag ordering, plants, soil and soil delivery, tools and supplies needed for community installation days.
- Coordinate with Wells Fargo green team and other community volunteers for installation day involvement including where they will meet, what time, how many, what will they do, when.
- Create and facilitate maintenance routine with Teenage work teams.
- Coordinate with green team for help with summer and post summer maintenance of the gardens especially mid-August-October.
- Coordinate with Wells Fargo green team and other community volunteers to participate in summer culmination event in August and garden take down day in October.

REQUIRED QUALIFICATIONS:
- Demonstrated skill and experience Teaching/leading teenagers.
- Demonstrated skill and experience growing healthy plants
- Experience with project coordination
- Bachelors Degree or course work in horticulture, education, youth development, business, or community organization.
- Must pass a background verification check.

PREFERRED QUALIFICATIONS:
- Strong interest, knowledge, and experience working with teenagers in a garden and urban community setting.
- Community organizing experience
- Familiarity with container gardening
- Experience with nonprofits
- Experience in effective and appropriate utilization of communication tools and technologies
- Previous experience in a related summer youth gardening program
- Skills and experience with networking and building community contacts.

ADDITION INFORMATION: This is a temporary appointment April through October 2013: 40hrs/wk
Work Schedule:
Leader Training days: May 18, June 6, June 7.
Planting Days: May 25, June 1, June 8.
Regular Summer work days:
- Growing For Good North: June 10, 13, 17, 20, 24, 27, July 1, July 11, 15, 18, 22, 25, 29, August 1, 5, 8. (Youth work day is 9-3:30)
- Growing For Good South: June 11, 14, 18, 21, 25, 28, 2, 5, 16, 19, 23, 26, 30, August 2, 6, 9. (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: 8 hours/wk to include leader meetings and weekly one on one check in meetings.

Hours Total 1,120 hours. Rate of pay $12.00 - $18.00/hr.

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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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