



Community Food Initiatives

Garden Program Manager

Updated 4-25-2018

Introduction

The purpose of this document is to outline the responsibilities of the Garden Program Manager, as well as provide helpful information to accomplish those tasks.

Job Description and Responsibilities

Job Title: Garden Program Manager

Supervisor: Executive Director

Hours of Work: 25-30 per week

Compensation: \$13.20 per hour 30 Hours Per Week Salary (\$20,592 annual)

Funding Secured May 1st 2018-May 1st 2019

Job Description

Community Food Initiatives (CFI) works to protect everyone's right to healthy, local food. Programs include Community Gardens, School Gardens, Ridge & Hollow Seed Alliance, and the Donation Station. The Garden Program oversees the Community Gardens, School Gardens, Garden & Culinary Workshop Series, and Youth Entrepreneurs At Hope (YEAH) Kids programs. The role of the Garden Program Manager is to maintain program area operations, coordinate and support personnel and contribute to fund development to support the Community and School Garden programmatic efforts.

The program includes:

- The Community Garden Program
- The Garden & Culinary Workshop Series
- The School Garden Program
- YEAH Kids Program

Primary Duties

Program Management

- Ensure ongoing programmatic excellence, program evaluation, communications, and systems; recommend timelines and resources to achieve the strategic goals
- Attend Board of Directors meeting quarterly to keep members informed of the program's doings and maintain open lines of communication with the Board of Directors
- Collect and manage all data related to the program
- Create monthly, quarterly and end-of-year reports to share with supervisor
- Attend CFI staff meetings and weekly meetings with supervisor

Program Management

- ***Community Gardens***
 - Develop and implement garden maintenance strategies and long-term plans (crop rotation, weeding, pest control, tools, water supply, pathways, etc.)
 - Communicate monthly updates to all community gardeners
 - Address absentee community gardener issues according to community gardener agreement
 - Maintain and update annual Memorandum of Agreements with all community garden partners (landowners and local government officials)
 - Distribute, collect, and analyze results from annual community garden survey
 - Provide consultation to any community interested in developing a new community garden, subject to supervisor approval
 - Present annually to OSU Athens Master Gardeners, solicit their involvement with the annual Seed Give-Away events in partnership with the Donation Station Manager
- ***Garden & Culinary Workshop Series***
 - Develop and maintain an active list of potential workshop teachers and topics and assist the Community Garden Coordinator in planning, coordination and implementation
- ***School Gardens***
 - Lead efforts to develop program through accomplishing strategic plan goals
 - Develop and maintain online interface for school garden partner communications
 - Provide resources related to gardening and lesson plans
 - Oversee development of curriculum
 - Plan and facilitate School Garden Roundtable meetings twice a year
 - Schedule and present to school teachers, parent-teacher organizations and partner organizations
 - Provide a one-day training to incoming AmeriCorps/COMCorps members
 - Manage School Garden Volunteer Stewards to maintain gardens each summer
- ***YEAH Kids***
 - Plan and implement Spring Open House Day with coordination of interviews for participants
 - Plan programmatic training, field trips, kitchen and garden plans
 - Plan and implement YEAH Kids Garden Party each August

Personnel Management

- Supervise AmeriCorps/COMCorps service member, student interns and volunteers
- Assist the Executive Director in hiring and retention of competent, qualified staff for the program
- Actively engage and energize the program staff and volunteers

Communications

- Maintain and cultivate relationships with food pantry partners, farmers and food producers, and organizational partners to ensure quality programming that meets community needs
- Convene and facilitate the Community and School Garden Program Advisory Councils
- Publicize the activities of the program and goals and report on achievements
- Prepare stories for social media, website, and e-newsletter

- Attend meetings of various coalitions and councils related to local food systems as time allows and as appropriate (e.g., Athens Regional Food Policy Council, Athens Healthy Community Coalition, SE Ohio Food Bank Advisory Council)
- Represent CFI at various regional, state and national conferences when funding is available

Fund Development

- Assist Executive Director in researching and preparing grant applications to support programming
- Strategize and implement fundraising campaigns to support programming

Time permitting, the employee may be asked to assist in CFI events. This position requires the individual to be flexible in performing infrequent duties, not already listed, that may be necessary to support the mission of the organization

Qualifications and Skills

Must have experience in the following:

- Community organizing and bridge building
- Public speaking
- MS Office programs
- Working in collaborative teams
- Planning and facilitating meetings and events
- Supervision and management of employees or volunteers
- Organic gardening methods

Skills and Abilities

- A thorough commitment to sustainable development, building healthy communities and strong local economies
- A thorough commitment to the mission of Community Food Initiatives, to foster communities where everyone has equal access to fresh local food
- Familiarity with the SE Ohio local food system
- Strong written and verbal communication skills; a persuasive and passionate communicator
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Integrity, positive attitude, mission-driven, and self-directed

Minimum Qualifications

- Bachelor's or advanced degree, with at least 2 years related work experience
- Valid driver's license and reliable vehicle
- Ability to lift 50 lbs.
- Ability to work weekends and evenings when needed

To Apply, send résumé, cover letter and three references to Mary Nally, Executive Director:

cfi@communityfoodinitiatives.org The Garden Program Manager will be subject to a standard 120 day initial probation and subsequent annual evaluation by the Executive Director.