



## Teaching Garden Assistant *Position Description*

The Teaching Garden Assistant (TGA) position is a part-time, seasonal position at 10 hours a week, beginning mid April through mid October. The TGA plays a significant support role to the Community Education Manager (CEM) by delivering routine communications to program participants and leadership volunteers, and by coordinating and efficiently distributing gardening tools and educational materials during the Teaching Garden season, including during garden-to-table cooking classes. This reliable communications and materials support allows the CEM and key volunteers to focus on the delivery of high-quality educational programming.

### **Position Responsibilities**

Assist the Community Education Manager in facilitating 5 weekly lessons in April-May and 5 bi-weekly lessons June-October (Sa/Su/M 4:30-6PM), including garden-to-table cooking classes, at 4 community Teaching Gardens by:

- ensuring necessary materials are managed, collected and organized in advance of each lesson
- watering and organizing seedlings for distribution in our programs in the spring
- ensuring materials are on site for each lesson and returned to the Growing Places' warehouse
- coordinating with the CEM to ensure the efficient distribution of materials during the lesson
- maintaining the organization of the Teaching Garden materials in the warehouse
- attending to the gardener sign-in process to minimize disruption during the lesson
- communicating routine messages to program participants by phone
- other tasks as needed and requested by the Community Engagement Manager

### **Position Qualifications**

The ideal candidate will possess the following qualifications and skills:

- Strong organizational skills
- Spanish language proficiency
- Beginner knowledge of and experience with food gardening
- Passion for food, nutrition, gardening and its impact on community health
- Ability and eagerness to work and connect with people of all backgrounds and experiences
- Ability to work independently and as part of a team
- Reliable transportation
- Basic computer skills required: general Internet, email, Microsoft Word and Excel

Prior to the start of the Teaching Garden program, the Teaching Garden Assistant will receive an orientation to Growing Places' programs and operational systems.

**Deadline: Friday, March 31<sup>st</sup>**