



TITLE: GARDEN EDUCATOR

DEPARTMENT: PROGRAM

CLASSIFICATION: PART TIME, EXEMPT (30 HOURS/WEEK)

COMPENSATION: \$21-29/HOUR (COMMENSURATE WITH EXPERIENCE)

START/END DATE: JUNE 15 - AUGUST 14

REPORTS TO: DIRECTOR OF CURRICULUM + LEARNING

POSITION OVERVIEW & KEY ATTRIBUTES FOR SUCCESS

Gardeneers is seeking a committed, part-time instructor for our After School Matters program at Sarah E. Goode STEM Academy. An instructor will expose teens to a wide range of agricultural activities and concepts to meet measurable programmatic outcomes.

This community-focused, educator leads with emotional flexibility and adaptability in the following key areas:

- Self-reflection, resilience, and fortitude when facing challenges and conflicts
- Ease in and comfort with:
 - Ambiguity and handling unexpected demands
 - Adapting or changing strategy
 - Asking for assistance and leaning into areas of growth
- Personal and professional growth through constructive feedback
- Personal accountability
- Possesses a continuous improvement mindset

ESSENTIAL DUTIES

- Prepare for and lead an After School Matters program for 15-30 teens with the assistance of Americorps Service members by creating lesson plans, ensuring all materials and supplies are prepared, and ensuring successful execution of lessons and activities.
- Provide guidance and mentorship to 1-2 Americorps Service Members to ensure the success of ASM program and garden space.
- Ensure beauty and productivity of school garden space.
- Maintain accurate records on each assigned school including, but not limited to: surveys, school and volunteer contact info, pictures of students and gardens, harvest, and program logs.
- Communicate needs or concerns with Director of Curriculum + Learning
- Administer Gardeneers' curriculum
- Work with the school's Program Liaison to ensure compliance with After School Matters policies including but not limited to attendance entry, youth paperwork, changes to roster (dropping/adding teens), disciplinary issues, incident reports, field trip/visiting professional requests, etc.
- Work in partnership with the Director of Curriculum + Learning on all aspects of planning, executing, and post-harvest with a focus on minimizing food waste.
- Create and implement post-harvest handling practices.
- Oversee community farm stand at garden space.

KAREN MALKIN MAY TSUPROS WAYNE WILLIAMS JESS ZANDER
AMY ZEMNICK ADAM ZMICK KEVIN WERNER NATASHEE SCOTT ANDREW CALCUTT
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INSTRUCTOR LOGISTICS

Instructor hours:

- Instruction: 20 hours
- All Staff Meeting : 1.5 hours/week
- Prep: 4 hours (arrive 30 minutes before program start time, leave 30 minute after program ends)
- Meetings + Planning: 4.5 hours (lesson prep, meeting with Americorps member, etc)
- Instructor Orientation: 30 hours/week (June 15 - July 1st) (includes onboarding, training, garden work, meetings)
- TOTAL HOURS: 240 hours

Schedule: MONDAY-THURSDAY

- 8:30am - 2:30pm
- 8:30-9am PREP TIME
- 9am-2pm INSTRUCTION TIME
- 2-2:30pm CLEAN UP

Prep Time

30 Minutes Before Program

- 5 min - write up agenda for the day and post for teens
- 2 min - place attendance sheet and pens at entrance
- 5 min - Review curriculum for the day
- 8 min - Organize needed materials for classroom
- 10 min - Walk the garden site and identify garden work areas for the day

30 Minutes After Program

- 5 min - clean up classroom OR walk garden site to look for tools, gloves, garbage, send attendance sheets to Program Liaison
- 10 min - Double check that all garden work (watering, planting, etc) was completed. If not all watering was finished, please complete before leaving.
- 15 min - Deliver extra produce to Love Fridge or Monument of Faith Food Pantry

Instruction Time

- 15 min - Check in question + Sign in
- 30 min - Teambuilder
- 1-2 hours - Lesson (lessons include and are not limited to Gardeneers curriculum, student projects, other approved activities created by instructor, etc)
- 2-3 hours - Garden work (garden work includes and is not limited to watering, weeding, seeding, transplanting, trellising, pest control, pruning, fertilizing, harvest, farm stands, etc)
- 15 min - clean up
- 15 min - Close out + Sign out
- **Time are subject to change based on weather + garden needs*