**Kilbourn Park Organic Greenhouse**

**Title—**Program and Event Facilitator – Kilbourn Park Organic Greenhouse

**Background**

The Kilbourn Park Organic Greenhouse programs include Garden Buddies, a four-season children’s organic gardening program that gives kids hands-on learning experiences in organic gardening practices, cooking, nutrition, crafts, games and more. In addition to public programming, this site oversees the organization of the Community Gardens in the Parks program, which provides guidance and support to approximately 80 community garden groups across the city. The greenhouse is a place that provides many unique resources and experiences to the surrounding community and greater Chicago land area and it is in the position to expand its outreach.

**Examples of Duties**

* Assist in the day to day program operations including program staffing, coordinating supplies, event planning, budget management and a range of organizational duties.
* Assist in ongoing curriculum development for the Harvest Garden program around the subjects of organic gardening, sustainability and nutrition.
* Identify educational, networking and leadership development opportunities for community garden groups.
* Provide some garden-based educational support and guidance to garden groups, park staff and volunteers.
* Help to prepare, plant and maintain the children’s organic gardens.
* Help to promote the greenhouse as a place within the community offering resources to the public.

**Physical Requirements**

* This position requires frequent lifting, standing, sitting, bending, and kneeling.
* This position requires working outdoors, exposure to the weather elements.
* This position requires background check and fingerprints.

**Desirable Minimum Qualifications**

* Experience working with plants and or organizing volunteer groups.
* Experience working with children, preferably in an education-based setting.
* Basic knowledge of organic gardening practices.
* Excellent communication skills.
* Valid Driver’s License and willingness to travel throughout Chicago.