



## **AmeriCorps Position Description**

**Position Title:** Garden Coordinator

**Project Sponsor:** Oregon Child Development Coalition

**NWSA Mission:** This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD112. NWSA's mission is: To preserve and restore the natural environment, and to develop community leaders through service and community partnerships.  
[www.nwserviceacademy.org](http://www.nwserviceacademy.org)

**Project Location:** 9140 S.W. Pioneer Court, Suite E, Wilsonville, OR 97070

**Position Summary:** In OCDC's "Head Start, Grow Smart" program, the Garden Coordinator will teach children, staff, parents, and volunteers how to grow food organically. Duties include creating garden plans, planting and maintenance of center learning gardens, coordinating garden volunteer program including staff, parent, and community volunteers. The Garden Coordinator will identify locations for potential community or home garden plots for OCDC families and assist with planning and planting gardens. The Garden Coordinator will also work to educate families through workshops, classes, and other opportunities. Duties will be divided into the following: Garden Management (40%), Education (35%), Volunteer Coordination (15%); and Program Development (15%). This position offers a great opportunity for the right candidate who is interested in a career in urban organic gardening and education.

### **General Responsibilities (to include, but not limited to):**

- Plan gardens and implement maintenance schedules for center learning gardens using sustainable organic garden management practices for food gardens.
- Plan and manage special projects, such as construction or replacement of raised beds, irrigation, compost bins, and landscape design.
- Develop ways to expand the educational reach and programming of the gardens and foster a positive public image of the OCDC gardens through local media, events, and garden tours. Serve as an OCDC representative and maintain strong partnerships with community groups
- Teach beginning to advanced classes on organic food gardening topics to a diverse range of people.
- Maintain various garden records such as crop rotation, soil and fertility management.
- Ensure that demonstration gardens support the educational programs with hands-on demonstrations, signage and activities.
- Respond to general garden-related and class inquiries. Serve as a resource for garden related questions.
- Coordinate educational volunteer program to execute a yearly garden plan that involves staff, parents garden volunteers and community groups.
- Keep up to date with current trends and topics in organic gardening.
- Update volunteer program paperwork as needed. Answer inquiries related to the garden volunteer program.
- Train new volunteers to support educational programs.
- Work with USDA Food Service Specialist to ensure accurate and up to date record keeping.
- Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, training's, team meetings and national service days.

- Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

**Position Requirements:**

- Personal vehicle is required for service activities and mileage reimbursement is provided.
- Must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- Must be willing to work outside in all kinds of weather.
- Job requires occasional heavy lifting up to 50 lbs.
- Knowledge of word processing, spreadsheets, and desktop publishing applications.
- Strong public speaking, written and verbal communication skills.
- Ability to work independently and as a team.
- Background working with diverse populations. Experience working with interpreters and/or bi-lingual Spanish or other language skills a plus.
- Experience leading and training adult volunteers.
- Experience in organic vegetable gardening/sustainable agriculture and composting hands-on, especially in an urban environment.
- Experience teaching adults and children on a community-based level.
- Experience teaching food gardening or environmental education.
- Knowledge of cultural foods and related gardening requirements
- Excellent organizational, coordination and time management skills.
- Evening and weekend service may be required
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
- Regular and reliable attendance.
- Have not previously served two terms in an AmeriCorps\*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps\*State or National program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

**Preferred Qualifications:**

- Building, construction, hardscaping and project management skills highly desirable.
- Bilingual – English/Spanish

**Member Benefits Include:**

- A taxable, monthly living allowance (before taxes, approximately \$1036).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$4,725. The education award can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities.

**Transportation Information:**

- Personal vehicle is required for service activities and Mileage reimbursement is provided

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**Application Deadline:** On-going until filled.  
**Interviews:** No set schedule. Open until filled.  
**Service Dates:** September 14, 2009 - August 17, 2010

**NWSA Center:** Lower Columbia Center  
**Type of Position:** Individual Placement  
**Length of Term:** 1700 hours (11-months)

**How to apply:**

**Step 1** - Email résumé, cover letter and contact information for three references to the Project Sponsor for this position – Carla Beutler at [carla.beutler@ocdc.net](mailto:carla.beutler@ocdc.net). The Project Sponsor will conduct all initial interviews and recommend a candidate for this position. All recommended candidates will also interview with Northwest Service Academy.

**Step 2** - Complete your application and submit materials to Sherrie Jackson at [sherrie.jackson@esd112.org](mailto:sherrie.jackson@esd112.org).

Application materials can either be completed online at the [AmeriCorps website](#) or downloaded from the NWSA website "[How to Apply](#)" page and submitted via email (preferable), mail or fax. A complete Member application includes the following:

- **AmeriCorps Application**
- **Two Written References**
- **Certification Form** - This document must be mailed or faxed to our office with an original signature.

**Questions about the position?** Contact: Carla Beutler at [carla.beutler@ocdc.net](mailto:carla.beutler@ocdc.net) or 971-224-1021

**General questions about AmeriCorps, NWSA or our recruitment process?** Contact:

Sherrie Jackson  
Recruitment Coordinator  
NWSA Lower Columbia Center  
55 SE Main Street  
Portland, OR 97214  
(503) 234-2383 ext 108  
(503) 232-0166 (fax)  
[sherrie.jackson@esd112.org](mailto:sherrie.jackson@esd112.org)

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