

CHILDREN'S GARDEN COORDINATOR – HAYFORK DESCRIPTION OF ACTIVITIES & RESPONSIBILITIES

DESCRIPTION:

The Children's Garden Project (established in 2001) provides weekly nutrition education and gardening activities from approximately April 1st through October 31st at two sites (Hayfork and Weaverville). It is the mission of the Project to provide young children, 5 years and younger, with opportunities to learn about health and nutrition, to actively participate in caring for their own garden and to gain first-hand sensory experiences of the natural world. The Children's Garden Coordinator in Hayfork implements the Children's Garden Project at the Hayfork garden site. This consists primarily of: maintaining the local garden site, coordinating with local pre-schools and playgroups, attends community events, and promoting the Project in the Hayfork community. The Project is sponsored and managed by the Northwest California RC&D Council, a local non-profit organization, and funded by a First 5 Trinity County grant. The garden site is located on Trinity County property within the Fairgrounds.

DEFINITION:

1. Complete activities required by the Scope of Work for the Children's Garden Program Grant (one period of community open hours each week and participation in one or two local community events). Garden Coordinators are responsible for the operation and maintenance of the garden site and weekly activities/open hours.
2. Garden Coordinator should work with local pre-schools, play groups, and childcare providers, including Human Response Network (Alps View), Head Start, Early Head Start, and the Trinity County Office of Education to arrange at least three scheduled fieldtrips to the Children's Garden over the course of the season.
3. For pre-schools who are not able to attend regularly, Garden Coordinator should make a visit to the classroom or invite groups to the garden site for a field trip for: Week of the Child and Pumpkin Patch, in which children participate in the planting, caring, and harvesting of the garden.
4. Follow the established curriculum and garden work plan and timeline for the Children's Garden. This involves acquiring appropriate tools, plants, seeds, garden and craft supplies as needed to complete work. Purchase of any supplies, equipment, or materials must be coordinated with Weaverville Children's Garden Project Coordinator and Council staff managing the Children's Garden Project. Garden Coordinator must have the ability to adapt lessons and garden activities with changing budget constraints.
5. Assist Council staff with project reporting by providing basic statistics for the Hayfork garden (e.g., number of young children reached, total field trips) and pictures, which are required for reports used to evaluate the Children's Garden Program. This is typically done twice per year for the Mid-Year and Year End Reporting.
6. Prepare a brief written summary of the program at the end of the growing season, which can be used in future years in the development, operation and improvement of the Children's Garden.
7. Coordinate with the staff at the Trinity County Fairgrounds as needed to discuss shared resources (water, main fairgrounds gate access, etc.) and maintain a safe, harmonious garden site. Hayfork Children's Garden Project Coordinator will keep Weaverville Children's Garden Project Coordinator and Council Office Manager apprised of interactions and collaborations with Trinity County Fairgrounds staff.

SUPERVISION

Receives supervision from the Children's Garden Project Coordinator in Weaverville and the Council Office Manager. Most interaction and day-to-day support and guidance comes from the Weaverville Children's Garden Project Coordinator.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

1. Organize and conduct educational field trips at Children's Garden site in Hayfork according to the project's Scope of Work. Follow outlined garden curriculum, come prepared for weekly lessons and activities, clean up tools and supplies after garden field trips.
2. Maintain Children's Garden Site. This includes making sure beds are prepped and planted in appropriate times (in accordance with the garden planting timelines), keeping plants watered, weeding and clearing debris, and maintaining tools, equipment, and the shed throughout the season. This also includes end of season preparations for winter: clearing annual plants, maintaining perennial plants, putting away tools, hoses, tables, and signs, and securing the shed.
3. Purchase supplies as outlined in budget for Children's Garden program with advance coordination with the Weaverville Children's Garden Project Coordinator and submit documentation of all purchases. Turn in timesheets in accordance with Council pay schedule.

QUALIFICATIONS

Knowledge of:

- Basic principles of effective, professional communication.
- Effective gardening techniques.
- Age-appropriate garden activities and procedures for children 5 and under.
- Basic principles of nutrition/health.
- English usage, spelling, and grammar punctuation.
- Safe work practices in the office and garden locations.
- Modern office methods, procedures, and equipment and business letter writing.

Ability to:

- Schedule and conduct outreach and education for Children's Garden activities. This includes expanding knowledge of gardening experience and interacting well with young children (age 5 and under) as needed to communicate effectively a coherent lesson to young children.
- Collect and organize necessary materials to conduct field trips and other events.
- Coordinate work with other agencies, including school groups, local families, and other community organizations. Work effectively with members of the public, including teachers, students and various agencies/partners.
- Communicate clearly and concisely, both orally and in writing.
- Compile and maintain records.

- Process work in accordance with specified timetables with speed and accuracy necessary for successful job performance using necessary equipment. This includes turning in timesheets and reports in a timely manner.
- Be self-motivated and work independently and responsibly in the absence of direct supervision.
- Understand and follow directions and work cooperatively with others.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Lift 25 lbs. and work outdoors in the sun.

Experience and Education:

- Completion of twelfth grade or GED equivalent. Additional instruction in early childhood education, gardening, and/or nutrition highly desirable.
- Enthusiasm in working with young children to foster a productive and welcoming garden experience is also highly desirable.

License or Certificate:

- Possession of a valid California Driver's License with DMV printout.
- Proof of driver's insurance will also be required.