

## **GARDEN COORDINATOR I – HAYFORK DESCRIPTION OF ACTIVITIES & RESPONSIBILITIES**

### **DESCRIPTION:**

The Garden Coordinator I position will staff the Children's Garden Project (established in 2001) and Learning Garden (established in 2018) in Hayfork to provide weekly nutrition education and gardening activities.

The Children's Garden Project (CGP) is active from approximately April 1<sup>st</sup> through October 31<sup>st</sup> 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 have opportunities to harvest and taste fresh produce. The Garden Coordinator in Hayfork implements the CGP locally with oversight from Council staff. This consists primarily of: maintaining the local garden site, coordinating with local pre-schools and playgroups, attending community events, and promoting the Project in the Hayfork community. The CGP 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 Hayfork Park.

The Learning Garden (LG) is active from approximately January 2<sup>nd</sup> through November 30<sup>th</sup> at two sites (Hayfork and Weaverville). The LG mission is to provide direct nutrition education at Learning Garden sites through hands-on instruction in sustainable garden practices, as well as environmental and nutrition education. The Garden Coordinators will promote and support healthy and sustainable lifestyles, community involvement and self-reliance by teaching children, adults and families how to grow, prepare and sustain healthy food. The Garden Coordinator in Hayfork implements the LG at the Hayfork garden site with oversight from Trinity County Health and Human Services (TCHHS) and Council staff. The LG is sponsored and managed by TCHHS with the Council staff assistance. The LG site is co-located with the Hayfork Children's Garden.

### **DEFINITION:**

#### Universal

1. Maintain Garden Site. This includes making sure beds are prepped and planted (in accordance with the garden planting timelines), keeping plants watered, weeding and clearing debris, and maintaining tools, equipment, and the sheds 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 sheds.
2. Track use of water usage via the installed water meter adjacent to the Garden site. One initial reading shall be taken before the valve to the garden site is opened for the year. Weekly readings are to be taken after that initial reading. A final reading shall be taken when the valve to the garden site. Initial and final readings are to be emailed to the Office Manager within two work days of being taken. Weekly readings are due to the Office Manager with each pay period timesheet.

#### Children's Garden Project

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 the Trinity County Office of Education, and Human Response Network to arrange at least four scheduled fieldtrips to the Children's Garden over the course of the season.

3. For pre-schools and groups 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 events such as: Week of the Young 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 keeping inventory of existing materials and supplies as well as acquiring appropriate tools, plants, seeds, garden and craft supplies as needed to complete work. Purchase of any supplies, equipment, or materials must be coordinated in advance 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 regularly providing basic statistics for the Hayfork garden (e.g., number of young children reached, demographics, total field trips) and pictures, which are required for reports used to evaluate the Children's Garden Program. This is typically done at each garden visit and compiled on a quarterly basis. Reporting is mandatory to ensure continued funding for the program and must be done in a timely and accurate manner.
6. Prepare a brief written summary of the CGP 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 Greater Hayfork Valley Parks and Recreation District (GHVPRD) as needed to discuss shared resources (water, access, use of the adjacent clubhouse, 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 GHVPRD staff. Any presentations to the GHVPRD Board must be coordinated in advance with the Council Office Manager.

#### Learning Garden

1. Assist County staff project coordinator in garden site logistics.
2. Provide hands-on instruction in sustainable garden practices as well as environmental and nutrition education to children, adults, and families at the Hayfork garden site using USDA approved curriculum.
3. Complete required data collection and time tracking per LG and TCHHS needs, which differ from Council standard requirements.
4. Attend all webinar and in person trainings as needed.

#### **SUPERVISION**

Receives supervision from the Garden Coordinator in Weaverville, TCHHS staff, and the Council Office Manager. Most interaction and day-to-day support and guidance comes from the Weaverville Garden Coordinator.

#### **EXAMPLE OF DUTIES**

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

1. Organize and conduct educational field trips at 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. Aside from group focused lessons, promote individual health and possibly utilize intervention strategies to educate families with special dietary or health needs.
3. Purchase supplies as outlined in budget for Children's Garden Project with advance coordination with the Weaverville Children's Garden Project Coordinator and Council Office Manager and submit itemized documentation of all purchases.

4. Turn in timesheets in accordance with Council pay schedule and requirements.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of effective, professional communication.
- Effective gardening techniques.
- Age-appropriate garden activities and procedures for children 5 and under as well as for adults.
- Basic principles of nutrition/health.
- Basic computer skills. Basic spreadsheet skills are highly desirable.
- 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 are highly desirable.

### **Ability to:**

- Schedule and conduct outreach and education for Garden activities. This includes expanding knowledge of gardening experience and interacting well with young children (age 5 and under) as well as adults as needed to communicate effectively a coherent lesson to each audience.
- 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, including data collection as needed in the format required by both projects.
- Process work in accordance with specified timetables with speed and accuracy necessary for successful job performance using necessary equipment. This includes turning in timesheets, reports, and other data 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 and adults 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.