



## **Verde Elementary Partnership Garden Co-Manager**

### **Position Description**

#### **Organization**

Founded in 2005, Urban Tilth hires and trains local residents to cultivate agriculture in west Contra Costa County to help our community build a more sustainable, healthy, and just food system. We use our 7 different school and community gardens and small urban farms to strengthen our community's capacity to provide for ourselves, speak for ourselves and fight for the future we need.

#### **Position Description**

Urban Tilth has an immediate opening for a Verde Garden Co-Manager. The Verde Elementary Garden is the oldest and largest school garden in West Contra Costa County. The Verde Garden Co-Manager works collaboratively with the Verde Garden team to coordinate all Verde Garden projects including garden improvements, maintenance as well as planning, preparing and coordinating garden education classes, recess activities, after-school programs and community events. The Co-Manager is also primarily responsible for communicating directly with Verde Elementary administration and teachers, representing Urban Tilth at meetings, and ultimately creating systems that help capture the services Urban Tilth provides for the students and families of Verde Elementary School.

#### **Position responsibilities:**

- Create and lead Verde garden classes, recess activities, and after-school program
- Work with Verde Garden team to create lesson plans, evaluations, pictures, and projects to document daily and yearly goals and accomplishments
- Coordinate weekly cooking classes and monthly events for students and families
- Work with Verde Garden team to plan and coordinate garden maintenance projects and food needed for classes
- Maintain project budget
- File monthly reports before the 5<sup>th</sup> day of each month for the prior month
- Work with the Verde Garden Team to post weekly Facebook project updates with captions and titles
- Work with the Verde Garden Team to maintain daily, weekly and monthly data

collection logs for classes, participants, and daily work and garden yields

- Work with the Verde Garden Team to maintain a photo diary of all Project work and regularly upload photos to DropBox and Facebook
- Schedule and facilitate regular Verde Garden crew meetings
- Attend all Verde school and North Richmond stakeholder meetings
- Create and maintain relationships with stakeholders, organizations and individuals working with the Verde Garden Team
- Assist in fund development for the Verde Garden and Urban Tilth as a whole
- Attend and deliver presentations at annual board staff retreats and strategic planning meetings
- Attend ALL Urban Tilth staff meetings
- Participate in ALL Urban Tilth projects, programs and events including Summer Apprentice Program
- Attend trainings and conferences to continue to develop professional skills

**Required Skills:**

- Proficiency in general gardening, composting, drip irrigation, propagation techniques, harvesting, mulching and watering skills
- 3-5 years environmental education experience
- Bilingual Spanish
- Experience working with primary school children and youth
- Proficiency in online social media, communications and Microsoft Office
- Excellent conflict resolution, verbal and written communication skills
- Collaborative yet self-driven work style
- Comfortable managing multiple tasks and picking up new tasks as needed
- Experience working in Richmond and comfortable moving around in North Richmond
- Background check, fingerprinting and TB test

**Compensation:**

- \$18.50 - \$20 per hour + benefits (medical, dental, sick leave, holidays & vacation)
- 30 - 40 hours per week

**How To Apply:**

Send resume and references via mail or email to:

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Urban Tilth has a great team and we are doing great things. To learn more about our work visit our website: [www.urbantilth.org](http://www.urbantilth.org), facebook page: [facebook.com/urbantilth](https://facebook.com/urbantilth) or google Urban Tilth.