**Garden City Harvest Job Description**

**School Gardens Manager**

**Season/hours:** Seasonal position (1100 hours annually) hours mainly from April into November, some winter hours. Schedule varies, some weekend and evening work required.

**Benefits:** Medical and dental insurance with premium paid in full by employer; 1 week vacation/sick equivalent per year; 3 paid holidays per year

**Supervision:** Farm to School Director

**Summary:** Garden City Harvest employs two School Gardens Managers annually. Together, the School Gardens Managers share in the day-to-day management and activities of the School Gardens, a part of the Farm to School program. They assist MCPS schools in the development and use of school gardens as outdoor classrooms. Each School Gardens Manager will be responsible for 3-5 gardens, separate from the other School Gardens Manager.

**DUTIES**

- Manages all GCH related activities at school gardens, including planning, coordinating, and leading educational activities in elementary school gardens during the spring and fall for Kindergarten and 3rd grade classrooms at our partner schools.
- Works with MCPS schools and School Garden Committees to help plan and establish school gardens, and works closely with these partners as well as the GCH Farm to School Director to help ensure integration of the school garden as an outdoor learning center and as a place used by schools for meetings, celebrations, etc.
- Manages planting for all GCH-partnered elementary school gardens
- Leads and coordinates maintenance of all elementary school gardens
- Helps manage the activities of the Farm to School Assistant (a shared position between GCH and the MCPS Food and Nutrition Services)
- Develops and refines place-based agricultural curriculum specific to the Missoula’s elementary school gardens.
- Plans and executes family friendly cooking classes in the school gardens during the summer.
- Hosts weekly open garden hours at each of the school gardens during the summer.
- Coordinates summer Adopt-a-Garden programming with the help of the School Garden Committee.
- Works closely with partner organizations to broaden the scope of school garden use.
- Creates annual work plan and weekly work schedules as necessary.
- Teaches Farmer in the Classroom lessons monthly (November-April).
- Helps lead outdoor learning center volunteer workdays and events.
• Helps with other Farm to School/GCH activities as necessary.
• Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND TRAINING
• Minimum: Bachelor's Degree in Education or related field
• 1 year of teaching experience in outdoor education or related educational field
• Strong manual labor work ethic.
• An understanding of the cycles of farming/gardening, including, but not limited to planting, transplanting, seedling care, watering, soil preparation, mulching, weeding, pest management, harvesting, post-harvest care, cold weather considerations and autumn/winter preparations.
• Valid driver's license and good driving record are required
• Ability to drive a manual transmission vehicle required
• Strong inter-personal communication skills
• Curriculum development skills (preferred in place-based, agricultural education).
• Self-motivated and able to work independently and as part of a team.
• Good organizational skills
• Certified in First Aid and CPR preferred.
• Able to lift 50 pounds, and work outdoors in all types of weather
• Preferred: Food safety knowledge (ServSafe certified, commercial kitchen experience).
• Must pass required background checks

Applications are due by Friday February 16, 2018. Please send resume to Farm to School Director, Jason Mandala, at Jason@gardencityharvest.org