



**GARDEN CITY
HARVEST**

Garden City Harvest Job Description School Gardens Manager

Season/hours: Seasonal position (1,400 hours annually) hours mainly from March 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/year; equivalent of half-share of fresh veggies in season.

Supervision: Farm to School Director

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

DUTIES

- Manages all Garden City Harvest related activities at school gardens, including planning, coordinating, and leading educational garden lessons in elementary school gardens during the spring and fall for Kindergarten and third 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 Garden City Harvest 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 Garden City Harvest-partnered elementary school gardens.
- Leads and coordinates maintenance of all elementary school gardens.
- Develops and refines place-based agricultural curriculum specific to Missoula's elementary school gardens.
- 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 an annual work plan and weekly work schedules as necessary.
- Teaches Farmer in the Classroom lessons monthly at 4-5 elementary schools (November-April).
- Helps lead school garden volunteer workdays and events.
- Helps with other Farm to School/Garden City Harvest activities as necessary.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND TRAINING

- Minimum: Bachelor's Degree in Education or related field
- One 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 interpersonal 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