



Seasonal School Gardens Coordinator

GrowNYC

100 Gold Street, Suite 3300, New York, NY 10038

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Organization Mission

GrowNYC is the largest and most established environmental organization in NYC - helping more than 3 million New Yorkers by providing essential services and taking action to make NYC a truly livable city, one where every person can enjoy a healthier, more sustainable life.

Program Mission

The Grow to Learn Citywide School Garden Initiative was founded by the Mayor's Fund to Advance New York City and GrowNYC in 2010 with a mission to inspire, support, and assist in the creation of sustainable gardens in public schools throughout New York City.

Community Need

To date, Grow to Learn works with 775+ schools in all five boroughs, engaging teachers, parents, and school community members from NYC's 1800 public and charter K-12 schools in garden education, promoting the benefits of school gardens as green space, opportunities for hands-on, student-centered learning, nutrition education initiatives, and community centers for schools. Grow to Learn provides education, materials, funding, and technical assistance to keep school gardeners growing from season to season. In 2017 - 2018, Grow to Learn conducted 40+ workshops/giveaway events in all five boroughs, serving 700+ school gardeners, and funded 60+ garden projects at schools.

Position Summary

Our School Garden Coordinator will serve as an important member of the Grow to Learn team, helping to engage school gardeners, grow the program through outreach, training and support of new school garden committee volunteers, improve information sharing across Grow to Learn's network of partner organizations; improve outreach and communications with the school gardens community to support and sustain school gardens.

Essential Functions of Position:

- Manage school garden registration via online registration system.
- Manage volunteer databases, used for tracking and storing information.
- Provide customer service and technical support (such as instruction in designing gardens, best practices for engaging children, and coordination of school gardens) to garden committee volunteers.
- Draft e-newsletters and assist Grow To Learn staff in maintaining Grow To Learn's Facebook page, Twitter and Instagram accounts.
- Inform garden committee volunteers about best practices and technical assistance via email and during site visits
- Lead or assist with Grow to Learn events and workshops throughout the spring season.

Qualifications

- Demonstrated gardening knowledge and experience is a must.
- Experience working with public K-12 schools is a must.
- Must be able to work occasional evening/weekend events. Workshops and giveaways often take place after regular work hours and on weekends.
- Ability and willingness to travel to all five boroughs is a must. MetroCard will be provided.

The School Garden Coordinator position is seasonal/part time, 20 hours per week, from the **end of February** through **June 26, 2019**. This position includes only statutory benefits.

Compensation: Hourly, \$20 per hour.

Qualified applicants should submit a cover letter, resume, and three professional references to kfields@grownyc.org by January 31, 2019 with "School Garden Coordinator" in the subject line. No phone calls or recruiters, please.

GrowNYC is an Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, disability, marital status or sexual orientation. GrowNYC celebrates diversity and is committed to creating an inclusive environment for all employees.